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ELKHART COUNTY COURTHOUSE

Goshen, Ind.

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INVENTORY OF THE COUNTY ARCHIVES

OF INDIANA

Prepared by

The Historical Records Survey
Division of Women's and Professional Projects
Works Progress Administration

NO. 20. ELKHART COUNTY (GOSHEN)

W.P.A.

Indianapolis, Indiana

The Historical Records S...

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PREFACE

This inventory of Elkhart County records constitutes a part of a general guide to the county archives of Indiana. It has been prepared by the Historical Records Survey of this state, operating as a separate project under the Works Progress Administration.

The survey of state and local historical records in Indiana was instituted on February 19, 1936, as part of a nation-wide undertaking under the supervision of Dr. Luther H. Evans. Samuel J. Kagan, state archivist of the Indiana History and Archives Division of the State Library, was assigned to lead the project as State Director. In the beginning the Survey was closely associated with the Writers' Project. On September 23, 1936, the Historical Records Survey was nominally as well as factually made independent of the Writers' Project. In general, it has from its very inception acted as a separate and independent unit of Federal Project No. 1.

The aim and purpose of the survey of county records in Indiana have been to furnish the officials of the local, state, and national governments, students of history, lawyers, and genealogists, and the general citizenry interested in the county records, with a convenient tool for use in consulting them. It is the object of the Survey to make the valuable source materials that are to be found in the Indiana courthouses and other public buildings, available and more accessible to those who may be in need of them. It is our hope that the information contained in this inventory will arouse

greater interest in state and local historical records and will encourage officials to continue the improvement of methods for the preservation and safekeeping of these records.

The field work of the survey of Elkhart County was begun on April 22, 1936, under the district supervision of Mrs. Fred Elbel, of South Bend, later succeeded by Alvin Melser, of Mishawaka. The field workers were Harry West, of Mishawaka; and Albert Botos, A. Drayton, and Fred Fulford, all of South Bend. It was completed on June 30, 1936. Many visits, however, have since been made to the county courthouse to check and recheck the information contained herein, the final recheck having been made in June 1937.

There are ninety-two counties in Indiana. When the survey of county archives is completed a separate volume is to be devoted to each county inventory in the state. Elkhart County is No. 20.

The inventory proper is preceded by a number of introductory sections to enlighten the reader concerning facts and events forming the background and basis of the records. The entries for the record series are carried in consecutive numbering for the county. The bureaus are arranged in functional order: Governing boards; major administrative offices; judicial offices; and financial, educational, health, engineering, and other groups. Wherever applicable, natural groupings under separate headings are made within the bureau, and the entries are arranged thereunder also according to their functional sequence. A full and extensive index following the inventory will help the reader locate records with a minimum of inconvenience and effort.

The editing of this inventory has been conducted by an editorial staff of some forty men and women, whose labors we deeply appreciate and wish to recognize forthwith, captained by Harry A. Rider, editor; John R. Milligan in charge of accession and classifying; Louise Nation in charge of checking; Canis E. Brockway in charge of condensing; Julius Salman, legal adviser; and Howard G. Underwood, historical research editor.

The original survey was made in the field under the direction of the State Director and carefully checked and compiled in the form of this inventory in the State Office. Of the industrious and painstaking devotion to his task of each and every person who had a part in the Survey we are keenly aware, and we regret that we cannot commend by name the services of all who have contributed to the publication of this volume.

The Survey is indebted to county officials; to the State Works Progress Administration; to Kenneth E Lancet, retiring Director of Women's and Professional Projects, who has rendered the Survey a great personal service in the administering of the project; and to Dr. Christopher B. Coleman, who has taken personal initiative and interest in behalf of the Survey in giving technical advice to the project.

S. J. Kagan, State Director
The Historical Records Survey

FOREWORD

A guide to county and township records in Indiana has long been needed by both local officials and the general public. The Works Progress Administration project called the Historical Records Survey is the first attempt to supply this need. Few more useful fields of employment could have been found than the survey of local and state historical records, even though the work inevitably presented unusual difficulties. The completion of the survey of historical records in Indiana is a source of genuine satisfaction.

We are indebted first of all to the Works Progress Administration for providing for the survey and financing it. The National Director of the project, Dr. Luther H. Evans, assured a fruitful product of the work by ably ourlining it and drafting the forms to be used by the field workers so as to insure the greatest completeness with the least likelihood of errors. He and his assistants have done all that was possible for this nation-wide survey. Samuel J. Kagan, State Director of Indiana, deserves great credit for his energy and ability in organizing the office and field forces which have carried out the project. To assemble and organize more than one hundred and fifty persons in a new line of work in which there were very few local precedents, and to complete a survey of the county records in all the ninety-two counties, including the townships, at first, seemed almost impossible of accomplishment within a year. It has, however, been accomplished.

An advisory committee has helped guide work upon the project; though no meetings were held, its members in many instances were a great help.

A word of appreciation must be recorded here for the county officers who courteously gave the representatives of the survey access to the records in their offices and cooperated in the making of the survey. Especially is the state indebted to those officers who made possible the photographing of old records for preservation in a central depository.

CHRISTOPHER B. COLEMAN
Director, Indiana Historical Bureau
and
Chairman, Advisory Committee
Historical Records Survey

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PART A. ELKHART COUNTY AND ITS RECORDS SYSTEM

1. HISTORICAL SKETCH

Elkhart County, situated in the northern part of the state, is bounded on the east by Lagrange and Noble Counties, on the south by Kosciusko County, on the west by Marshall and St. Joseph Counties, and on the north by the State of Michigan. It has an area of 462 square miles.

The topography of the county is for the most part undulating, with an occasional prairie or level area to relieve the monotony of the landscape. A ridge, or range of hills, is located in the north-eastern section near the village of Middleburg. The county lies almost wholly within the valley of the St. Joseph River, which enters from Michigan about six miles west of the northeastern corner and flows in a southwesterly direction into St. Joseph County. The Elkhart and Little Elkhart Rivers and Christiana Creek are tributary to the St. Joseph; and these streams together with many smaller ones water and drain the entire county. A group of five lakes is located just south of the northern county line, and a few others are scattered throughout the county.

The relationship of Indiana to the United States as a whole begins with the landing and settlement of Jamestown by the English in 1607. Quebec was founded by the French a year later, and explorations to the west and south were begun which eventually carried La Salle to the mouth of the Mississippi River. On April 9, 1682, he claimed the entire river valley--the whole middle west--in the name of France, and called it Louisiana. By 1753, French trading posts

had been established on the present sites of Fort Wayne, Lafayette, and Vincennes. In the meantime, the English had been pushing into the Ohio Valley, and conflicts with the French over the rich fur trade were becoming increasingly frequent. The French and Indian War finally brought this conflict into the open, and the English succeeded the French as masters of the Mississippi Valley by the Treaty of Paris, February 10, 1763. It was not until shortly after the outbreak of the American Revolution, when General George Rogers Clark captured Vincennes, that the British hold on this portion of the country was broken. Virginia now had jurisdiction over this vast country, but in 1784 ceded it to the United States Government, who, three years later, organized the Northwest Territory. In 1790, the first real civil government over what is now Indiana was set up when Knox County was formed. Then, in 1800, Congress passed an act providing for Indiana Territory, and in 1816 Indiana was admitted as a state into the Union.

The area now included within Elkhart County was acquired from the Indians by three treaties of cession. On August 29, 1821, the Potawatomi, Ottawas, and Chippewas ceded to the United States Government a narrow strip of land on the northern boundary of the state and county; and on September 20, 1828, a larger section of land lying to the south of the territory covered by the first treaty and including most of Elkhart County, was acquired from the Potawatomi by the Carey Mission Treaty. That small part of the county south of the Carey Mission Line was ceded to the Government by the Tippecanoe River Potawatomi on October 23, 1832.

The Indian trail along the foot of Lake Michigan had been an

ancient highway between the St. Lawrence and the Mississippi Valleys for decades, and when the first white settlers came into northern Indiana and Elkhart County they usually came by way of the St.Joseph Valley. A French trader named Rosseau located southeast of the present site of Goshen in 1815, and Joseph Hoffsinger, the "hermit Squatter", lived for several years--from 1821 to 1828--where the city of Elkhart now stands. Matthew Boyd was probably the first settler on Elkhart Prairie; the date of his arrival is not known, but it was sometime prior to 1827. William Simpson and Elias Riggs located near Boyd in 1827. In the fall of that year, Jesse Rush settled in the southeast corner of Pleasant Plain, near Elkhart. Elias Carpenter, Azel Sparklin, and Colonel John Jackson, who fought under William Henry Harrison in the War of 1812, located on Elkhart Prairie in 1829.

Elkhart County was formed by an act of the general assembly approved January 29, 1830, out of territory previously attached to Cass and Allen Counties. The legal boundaries of the new county were described as follows: "Beginning at range three east, and thence running with the state line twenty four miles east; thence south twenty miles; thence west twenty-four miles; thence north twenty-four (twenty) miles, to the place of beginning." (1)

The correction bracketed in above, was never, apparently, formally made.

"All the territory lying east of said county to the state line" was attached for civil and criminal jurisdiction by the law forming the county. Territory still under Indian title was included within the boundaries laid out for the new county. (2)

On January 31, 1832, an act was approved providing that the boundary between Elkhart and St. Joseph Counties "be a north and south line, three miles east, and parallel with range line number three, east of the second principal meridian line. And all that portion of territory so stricken off of Elkhart County, be attached to, and constitute a part of St. Joseph County ". (3)

An act of February 2, 1832, attached to Elkhart County all that portion of territory situated between the present southern boundary line of Elkhart County, and the township line, dividing the Congressional townships, thirty-four and thirty-five, between range lines number three and seven, east of the second principal meridian. (4)

On February 4, 1836, when Marshall County was formed, the southwest quarter of township 35 north, range 4 east was detached from Elkhart and attached to Marshall County. (5)

The election at which the first county officials were chosen, was held in the spring of 1830. Thomas Thomas was elected clerk; Eli Penwell, sheriff; William Latta and Peter Diddy, associate judges of the circuit court; J.W. Violett, recorder; James Mather, John Jackson, and Arminius Penwell constituted the board of justices, who at that period took over the duties of the commissioners.

The board of justices held their first session in the cabin of Chester Sage, which was located on the north bank of the St. Joseph River nearly opposite the mouth of the Elkhart River--the present site of the city of Elkhart. One of the first acts of the board of justices was to divide the county into two townships. At present there are sixteen townships in the county: Bango, Benton, Cleveland, Clinton, Concord, Elkhart, Harrison, Jackson, Jefferson, Locke,

Middleburg, Olive, Osolo, Union, Washington, and York.

Commissioners named to locate the seat of government selected a site in May 1830, now known as Dunlap, a short distance north of the Elkhart River, but the county officials took no action. An act of February 10, 1831, authorized relocation commissioners, and the present site of Goshen was named the county seat of Elkhart County. The origin of the name Elkhart goes back to the days when the Indians occupied the county and it was first applied to Elkhart River. An island, shaped somewhat like a heart is located at the mouth of the river. The Indian name was Mishiwa-toki-sipiwi, meaning elk-heart-river.

The first term of circuit court was held at the log cabin of Chester Sage on November 30, 1830, before Associate Judges William Latta and Peter Diddy. Charles H. Test was presiding judge of the circuit and was present at the second term of court.

The first courthouse, erected in 1833, was a two-story structure forty feet square, with county offices on the second floor and the courtroom on the first floor. Several years later, one-story wings were added to this building and were occupied by the treasurer, auditor, sheriff, and recorder. The second courthouse was completed in 1870, and was a two-story brick and stone building, 62 x 72 feet in size. In 1905, the building was reconstructed and enlarged at a cost of $100,000.

Elkhart County is one of a small number in the state where well developed industrial communities are surrounded by an extensive agricultural region. The county has steadily increased in population since 1890; from 1910 to 1920 the rate of growth was 15%, and during

the 1920-1930 period this rate increased 22%. Of a total population of about 69,000, approximately two-thirds live in the incorporated towns and cities: Millersburg, Elkhart, Goshen, Nappanee, Middleburg, Wakarusa, and Bristol.

Both heavy and light industry, both producers' and consumers' goods, are located within the county. Some of the products of this industry are railway and steamship supplies, structured iron and steel, motor car and aviation equipment, machinery and tools, rubber goods and supplies, and furniture of all types.

Between 1920 and 1930 farming in Elkhart County was on the decline. The number of farms and the total acreage decreased; owners of farms and farm tenancy also dropped, and the average size of farms increased slightly. The total value of farm land and buildings in the county fell considerably, probably due to the overvaluation of farm property during the World War. Along with this decline in agriculture went the rise of industry, and as a consequence many people moved from rural areas into the cities and towns.

The year 1930 marked a reversal of this trend; the figures for 1935 reveal a "back to the land" movement of considerable importance. The economic crisis forced the urban unemployed back to rural areas for a livelihood. The number of farms in 1935 exceeded the 1920 figures, and the total number of acres cultivated rose. Farm ownership and tenancy also passed the 1920 mark and the average farm decreased in size. The total value of farm land and buildings took a further drop to less than 50% the 1920 figure. It is also significant that almost 1,000 people lived on farms in 1935 who had lived in nonrural communities five years previously.

(1) Acts 1830, pp. 29-30.
(2) Ibid., p. 31.
(3) Acts 1832, p. 114.
(4) Ibid., p. 112.
(5) Acts 1836 (general), p. 50.

SOURCES

WEAVER, ABRAHAM E. A Standard History of Elkhart County, Indiana. (403pp. Chicago and New York, American Historical Society. Vol. 1, 1916.)

PENCE, GEORGE AND ARMSTRONG, NELLIE C. Indiana Boundaries, Territory, State, and County. (883 pp. Indianapolis, Indiana Historical Bureau. 1933.)

Chart of Governmental Organization to appear here.

2. GOVERNMENTAL ORGANIZATION AND RECORDS SYSTEM

Elkhart County, with its county seat at Goshen, is a subdivision of the State of Indiana for administrative, judicial, and political purposes. It is a creature of the legislature and possesses only such powers of local government as are conferred by acts of the legislature or are incident and necessary to carry out the provisions thereof. Created by the state, the county is subject to legislative control at any time and its powers may be amplified or diminished without its consent.

Elkhart County was organized by an act of the General Assembly, effective April 1, 1830. (1) Its present government, as it functions today, is the result of its development under the original Constituion of 1816, the present Constitution adopted in 1851, and more than a century of legislative action.

The county system of government is an inheritance from England and the American Colonies, whence pioneers in Indiana brought their customs and laws. Its beginnings in Indiana are found in the laws of the Northwest Territory, which recognized the counties already established, and provided for courts and administrative officers, as follows: General court of quarter sessions of the peace, county court of common pleas, (2) and court of probate, (3) commissioners, (4) sheriff, (5) coroner, (6) recorder, (7) treasurer, (8) (circuit court). (9) Those officers were appointed by either the governor or the court, The laws of Indiana Territory provided for the appointment of additional officers: Surveyor, (10)

assessor, (11) prosecuting attorney, (12) and county agent who conveys and receives conveyances of public lands. (13)

In the year of 1816 Indiana was admitted to the Union and the constitution of that year provided for the election in each county of a clerk of the circuit court, (14) recorder, (15) sheriff, and coroner, (16) and continued the other territorial officers until superseded. (17)

The legislature, in 1817, established a body called the board of commissioners, elected by the voters of the county; (18) the office of treasurer, who was appointed by the board of commissioners; (19) and in 1818 the office of surveyor, who was appointed and commissioned by the Governor of the state. (20)

In 1824, the board of commissioners was abolished, and its functions conferred upon the justices of the peace of the county, who constituted the board for doing county business, (21) until in 1831 the board of commissioners was reestablished, which consisted of three members elected by the voters. (22) When Elkhart County was organized in 1830, its government followed the form outlined above. In 1831 the legislature made the surveyor an appointee of the board of commissioners, (23) and in 1841 created the elective office of auditor. (24) Otherwise the original organization continued practically unchanged for over twenty years.

As the state grew, there was much dissatisfaction with the Constitution of 1816, but repeated attempts to change it did not succeed until 1850, when a constitutional convention was called which framed a new constitution. (25) This constitution was

submitted to the qualified voters of the state and adopted in 1851 and proclaimed by the governor to be effective on November 1, 1851, and with amendments, remains the Constitution of Indiana. (26)

Each county is a political subdivision of the state and has an individual governmental organization. Although the Constitution of 1851 forbids special legislation, (27) and the general outline of the organization of county government remains the same, the general assembly has provided the necessary variations to take care of local needs and conditions. These variations lie chiefly in the number of officers and courts provided for counties within classifications based upon population. Urban and rural areas obviously cannot be ruled by the same number of officers. Each county has the constitutional officers, but the statutory officers vary in number, powers, and duties. The latter officers may be compulsory in all counties, or they may be optional and therefore established in only a few instances; others are authorized in only certain classes of counties, though the class may include only one county.

Indiana stands alone among the states of the Union in having a dual system of county governing boards, since the establishment in each county of a county council in 1899. (28) Each county is governed by a board of commissioners and a county council. The duties of these agencies, with technical distinction, are enumerated in their proper places below.

From the beginning of the present century a tendency toward

centralization of power in the hands of state authorities has taken from county officials many of their powers and duties and has greatly lessened the scope of those remaining. In older fields of finance, roads, and education, the state's supervision has greatly increased, and the creation of newer state departments such as police, food and fire inspection, and public welfare, has caused heavy removal of local responsibility and control.

Present Administration

The Constitution of 1851 reorganized the governmental structure, enlarging the number of constitutional officers to be elected by the people of the county, as follows: (29)

Clerk of the circuit court, who, by statutory provision, keeps the records of the proceedings of all county courts and performs other administrative duties, including serving as registration officer and member of the county election boards.

Recorder, who makes and preserves a public record of all legal documents, both official and private, as may be prescribed by law.

Sheriff, who is conservator of the peace and executes orders of the county courts and boards.

Coroner, who holds inquests in all cases of death by violence and of suspicious circumstances.

Treasurer, who receives and disburses all county moneys including the collection of taxes, and serves as ex-officio member of the board of review.

Auditor, who, the financial agent of the county, compiles the county budget estimates, prepares the tax duplicates and serves as clerk and member of several county boards.

Surveyor, who has charge of all surveying and civil engineering work of the county, including the maintenance of drainage systems. (30)

The constitution also empowered the legislature to prescribe such other officers as may become necessary. (31) Under this authority the legislature has from time to time established the following statutory officers and boards:

Board of commissioners, the leading governing body of the county, often called the "county board", or the "board for doing county business". It consists of three members elected for terms of three years. The board furnishes and maintains county buildings and grounds, administers the financial transactions of the county and audits the accounts of all officers who handle moneys of the county, and is responsible for the maintenance of county highways. (32)

County council, another governing body, created in 1899, (33) to control the finances of county government. This council consists of seven members, elected for terms of four years. The council has power to fix the tax rate for county purposes and for all purposes where the rate is not fixed by law and is required to be uniform throughout the county; to adopt the county budget and the exclusive right to make appropriations from the county treasury; and the exclusive power to authorize the borrowing of

money and the issuing of bonds. (34)

Superintendent of schools, in 1873, (35) who has general superintendence of all schools of the county outside of incorporated cities and towns. (36) Elected by the township trustees, (37) he is ex-officio member and president of the county board of education. (38)

Board of education, in 1873, (39) consisting since an amendment of 1877, of the superintendent of schools, township trustees, and the chairman of school trustees of each city and town of the county. The board considers the general wants and needs of the schools and school property, and all matters relating to the purchase of school furniture, books, maps, and charts. (40)

Health officer, in 1881, originally secretary of the board of health, (41) abolished by an act of 1909, which created the office of health commissioner, (42) whose title was changed in 1935 to health officer. He is appointed by the board of commissioners and must be legally qualified to practice medicine and enforce the health laws of the state. (43)

Assessor, in 1891, (44) who instructs and advises the township assessors, reviews their returns and examines the tax duplicates, assesses omitted real and personal property, (45) and appraises estates for inheritance taxes. (46) He is elected by the voters of the county, (47) and is ex-officio member and president of the board of review. (48)

Board of review, in 1891, whose members are the county assessor, auditor, and treasurer, (49) and, by an amendment of

1919, two freeholders of opposite political parties, appointed by the judge of the circuit court. (50) This board equalizes tax assessments as between townships or other taxing units and between individual property owners, and may set aside the aggregate assessment, if too high or too low, of the whole county or any taxing unit thereof and order a new assessment. (51)

Board of finance, in 1907, consisting of the board of commissioners, with the auditor as secretary. (52) This board has the custody of county funds and selects the depositories, (53) apportioning the deposits among the banks in agreement with municipal corporations in the county according to the total resources of the depositories. (45)

Agricultural agent, in 1913, who, under the supervision of Purdue University, conducts farmers' institutes and other movements for the advancement of agriculture and county life, and aids the superintendent of schools and the teachers of the county in agricultural education and domestic science. He is appointed by the director of agricultural extension service of Purdue university, subject to the approval of the state board known as the county agricultural agent board. (55)

Highway supervisor, in 1933, who supervises, under the direction of the board of commissioners, the repair and maintenance of all county highways. The board of commissioners makes the appointment and may appoint the surveyor as highway supervisor. The board of commissioners of Elkhart County has appointed the surveyor as highway supervisor, (56)

Board of tax adjustment, in 1933, consisting of seven members (57) who, by an amendment of 1937, are: One member of the county council, chosen by the council; the mayor of the largest city in the county or any public official of any city in the county, appointed by the mayor of the largest city of the county; one member of the county board of education, selected by such board; and four freeholders appointed by the judge of the circuit court. The board examines any tax levy and the corresponding items of the budget, and adjusts the tax rate so that it shall not exceed, in any municipal corporation, the total tax rate prescribed by law. (58)

School fund board, in 1935, consisting of three members; the auditor and the clerk of the circuit court, ex officio, and one member appointed by the judge of the circuit court. The board makes all loans from the common school and the congressional township school funds to owners of real estate, duly secured by mortgage. (59)

Department of public welfare, in 1936, (60) comprising the board of public welfare, consisting of five members appointed by the judge of the circuit court, (61) and the director of public welfare, appointed by the board. (62) The department administers the measures of public welfare as prescribed by law and the rules of the state department. (63)

Registration officer, in 1933, who is the clerk of the circuit court ex-officio. He conducts the registration of voters (64) and furnishes a list of the registered voters to the inspector of

each precinct. (65)

Board of election commissioners, in 1899, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for general elections (66) and appoints the precinct officials. (67)

Board of canvassers, in 1905, which is the board of election commissioners. (68) The board canvasses, tabulates, and compiles the election returns of the county (69) and certifies the candidates elected. (70)

Board of primary election commissioners, in 1915, consisting of the clerk of the circuit court and two persons appointed by him, of opposite political parties. The board prepares, prints, and distributes ballots for primary elections. (71)

Judicial

The judicial system of Elkhart County, as of other Indiana counties, is prescribed by the constitution and subsequent acts of the Indiana General Assembly. The constitution authorized and directed that the state be divided into judicial circuits. (72) Elkhart County constitutes the thirty-fourth circuit, established in 1927. (73) Previously, it was a part of a judicial circuit to which other counties were attached. The constitution further provides for the election of a judge (74) and a prosecuting attorney for the circuit, (75) and a clerk of the circuit court. (76) The circuit court has original exclusive jurisdiction in all cases,

criminal, civil, probate, and juvenile, except where exclusive or concurrent jurisdiction is conferred by law upon justices of the peace, and such appellate jurisdiction as is conferred by law. It also has jurisdiction of all other causes, matters, and proceedings where exclusive jurisdiction thereof is not conferred by law upon some other court or office. (77)

Records System

The records of Elkhart County began with its creation in 1830. The establishment of each of the county offices and bureaus inaugurated their records which were kept in such fashion as the incumbents saw fit, following in the main the directions of the general assembly under the provisions for each respective office. In 1909, the legislature established the state board of accounts, which formulates, prescribes, and installs systems of accounting and reporting which are uniform for every public office of the same class. (78) Under this law some of the records were combined to eliminate separation, duplication, and overlapping. The board also permits the use of bound loose-leaf records in almost all cases where the records are typed. The quality of the paper and ink and the binding and rebinding practices are left to the judgment of the board of county commissioners, except that a good quality is required.

Whenever it may be necessary for the preservation of the records of any office, it is the duty of the board of commissioners to issue an order directing the officer in charge to copy and

transcribe the records. (79)

In 1925 a law was passed permitting county officials, at their discretion, to turn over to the archives division of the state library for permanent preservation, any official books, records, documents, original papers, newspaper files, or printed books and material not in current use in their offices. (80) This law is optional and has been ineffectual. County officials are loath to part with records, even when no longer in use and in spite of lack of storage space, anticipating a possible call for them. Consequently, they have only occasionally availed themselves of this provision for permanent preservation of their old records.

The recorder and other county officers, by an act of 1927, are authorized to record deeds, mortgages, and other instruments by any approved photographic process adopted by the board of commissioners. (81)

In 1937, the general assembly authorized the director of the state library, at his discretion, to make a copy, by photography or in any other way, of any official book, record, document, original paper, newspaper, or printed book or material in any county, city, or other public office, for preservation in the state archives. All public officials must permit copies to be made of the books, records, documents, and papers in their respective offices. (82)

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(1) Acts 1829-30, pp. 29-31.

(2) Laws, Northwest Territory, Acts 1788, ch. 2, pp. 4, 7.

(3) Ibid., ch. 3.

(4) Ibid., Acts 1795, p. 201.

(5) Ibid., Acts 1788, ch. 2, p. 8.

(6) Ibid., Acts 1788, ch. 9, p. 24.
(7) Ibid., Acts 1795, p. 197.
(8) Ibid., Acts 1792, ch. 2, sec. 6.
(9) Ibid., Acts 1788, ch. 2, pp. 6-7; Acts 1795, pp. 156-57, sec. 9.
(10) Laws, Indiana Territory, Acts 1802, p. 25, sec. 1.
(11) Ibid., Acts 1805, ch. 32, sec. 1.
(12) Ibid., Acts 1810, ch. 10, sec. 5.
(13) Ibid., Acts 1813, ch. 10, sec. 2.
(14) Const. 1816, art. 5, sec. 8.
(15) Ibid., art. 11, sec. 10.
(16) Ibid., art. 4, sec. 25.
(17) Ibid., art. 12, sec. 3.
(18) Acts 1816-17, ch. 15, sec. 1.
(19) Ibid., ch. 17, secs. 1-2.
(20) Acts 1817-18, ch. 30, sec. 1.
(21) Rev. Laws 1824, ch. 15, secs. 1, 11, 16-17.
(22) Rev. Laws 1831, ch. 20, sec. 1, 12, 14.
(23) Ibid., ch. 102, sec. 1.
(24) Acts 1841, ch. 2, sec. 1.
(25) Acts 1850, ch. 21, sec. 9.
(26) Kettleborough, Charles. Constitution Making in Indiana. Vol. 1, p. 222.
(27) Const., art. 4, sec. 22.
(28) Acts 1899; Burns 26-501.
(29) Const., art. 6, sec. 2.
(30) For citations, see the legal status essays of these offices in Section B.
(31) Const., art. 6, sec. 3.
(32) 1 Rev. Stat. 1852, Acts 1929; Burns 26-601; 1 Rev. Stat. 1852, Acts 1935; Burns, 1937 suppl., 26-620; Acts 1919; Burns 36-301.
(33) Acts 1899; Burns 26-501.
(34) Acts 1899; Burns 26-515, 26-520; Acts 1899, 1921, 1929; Burns 26-532.
(35) Acts 1873, ch. 25, sec. 2.
(36) Acts 1899; Burns 28-704.
(37) Acts 1899, 1911, 1923; Burns 28-702.
(38) Acts 1873, 1877; Burns 28-801.
(39) Acts 1873, ch. 25, sec. 8.
(40) Acts 1873, 1877; Burns 28-801.
(41) Rev. Stat. 1881, sec. 4993.
(42) Acts 1891, 1909; Burns 35-108.
(43) Acts 1935; Burns, 1937 suppl., 35-118.
(44) Acts 1891, ch. 99, sec. 112.
(45) Acts 1919; Burns 64-1102.
(46) Acts 1931, 1933; Burns 6-2408.
(47) Acts 1919, 1921; Burns 64-1101.
(48) Acts 1919, 1920 (Spc. Sess.); Burns 64-1201.
(49) Acts 1891, ch. 99, sec. 114.
(50) Acts 1919, 1920 (Spc. Sess.); Burns 64-1201.
(51) Acts 1919; Burns 64-1205.
(52) Acts 1907; Burns 61-606; Acts 1937; Burns, 1937 suppl., 61-629.
(53) Acts 1937; Burns, 1937 suppl., 61-636.
(54) Ibid., 61-635.
(55) Acts 1913, 1925, 1927, 1937; Burns, 1937 suppl., 28-4911.
(56) Acts 1933; Burns 36-1103, 36-1110.
(57) Acts 1933; Burns 64-304.
(58) Acts 1937; Burns, 1937 suppl., 64-310.
(59) Acts 1865, 1935; Burns, 1937 suppl., 28-209.
(60) Acts 1933 (Spc. Sess.); Burns, 1937 suppl., 52-1117.
(61) Ibid., 52-1118.
(62) Ibid., 52-1113.
(63) Ibid., 52-1120.
(64) Acts 1933, 1933; Burns, 1937 suppl., 28-[illegible].

(65) Acts 1933, 1935; Burns, 1937 suppl., 29-317.
(66) Acts 1889; Burns 29-1002.
(67) Acts 1929, 1933; Burns 29-804; Acts 1929; Burns 29-805, 29-806, 29-807.
(68) Acts 1905, 1927; Burns 29-1401.
(69) Acts 1905; Burns 29-1404.
(70) Ibid., 29-1405.
(71) Acts 1915, 1917; Burns 29-504.
(72) Const., art. 7, sec. 9.
(73) Acts 1927, 1929; Burns 4-332.
(74) Const., art. 7, sec. 9; Acts 1881; Burns 4-301.
(75) Ibid., sec. 11; 2 Rev. Stat. 1852; Burns 49-2501.
(76) Ibid., art. 6, sec. 2; 2 Rev. Stat. 1852; Burns 49-2701.
(77) Acts 1881 (Spc. Sess.); Burns 4-303.
(78) Acts 1909; Burns 60-202, 60-224.
(79) Acts 1877; Burns 26-634.
(80) Acts 1925, 1937; Burns, 1937 suppl., 63-830.
(81) Acts 1927; Burns 49-3207.
(82) Acts 1925, 1937; Burns, 1937 suppl., 63-830.

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Floor plans of first floor to appear.here.

3. HOUSING, CARE, AND ACCESSIBILITY OF THE RECORDS

Elkhart County courthouse, built in 1863 of brick and limestone and remodeled in 1905-1908, stands on a wooded square at Main and Lincoln Streets in Goshen. It is 140' in length, 64' in width, and 65' in height; a tower containing a clock with four faces rises above its center. As practically no wood entered into its construction, it is thought to be 90% fireproof. The following county offices and other rooms housing records are contained in the courthouse: In the basement, the offices of the superintendent of schools, the department of public welfare, the surveyor, and the agricultural agent, and two vaults of the auditor; on the first floor, the office of the sheriff and the assessor, and the offices and vaults of the recorder, the auditor, and the treasurer; and in the attic, three storage rooms for records.

Board of Commissioners

Records of the commissioners are housed in the auditor's annex and northwest and southwest vaults (q.v., infra).

County Council

The records of the council are housed in the auditor's southwest vault (q.v., infra).

Recorder

The recorder occupies a main office, a private office, and a vault, on the southwest corner of the first floor of the courthouse,

Floor plans of second floor to appear here.

all of which are well lighted and well ventilated. The main and private offices have wooden floors and concrete walls and ceilings; the vault has a tile floor and concrete walls and ceiling. In the main office are 30' of bound volumes and 15' of miscellaneous material, leaving sufficient space for expansion on its steel roller shelving. In the private office are housed 108' of bound volumes and 1' of unbound records in file boxes 8" deep, also leaving space for expansion on the steel roller shelving, on which are 587' of bound volumes and 37' of unbound records in file boxes 22" deep. Five per cent of the recorder's records are housed in his main office, 20% in his private office, and 75% in his vault, all these providing satisfactory accommodations for users of the records.

Sheriff

The sheriff's office, on the southeast corner of the first floor, measures 24' by 18' by 18', and is well lighted and well ventilated. It has a wooden floor, concrete walls, and a concrete ceiling, and furnishes users of the records with excellent accommodations. Housed here are 15' of bound volumes and 18' of unbound records in file boxes 12" deep, space for approximately 10 years of expansion being left on the shelving. Forty per cent of the sheriff's records are housed in his office and 60% in his attic storage room.

Floor plans of basement to appear here.

Coroner

The coroner's office is located in the professional office of the incumbent, Room 131, Hongers Building, Goshen, and his records are housed in his reception room. Conditions in this room are good, and the coroner's records--3" of bound volumes-- are well housed. Good accommodations are provided for persons consulting the records.

Prosecuting Attorney

The prosecuting attorney's office is located in Room 4 of the Kistner Building, 513 South Main Street, Elkhart. The room is 24' by 12' by 12'; it has a wooden floor, plastered walls and plastered ceiling, and is well lighted and well ventilated. Sixty feet of bound volumes are housed on 120' of shelving, and 6' of unbound records are housed in 2 steel filing cabinets 24" deep. All the records of the prosecuting attorney are housed in this office, which provides adequate accommodations for users of the records.

Assessor

The assessor occupies an office, 18' by 16' by 16', on the north side of the first floor. Having a wooden floor and concrete walls and ceiling, it is in good condition and is well lighted and well ventilated. On 240' of shelving are 240' of bound volumes, and in a filing cabinet 3' of unbound records; space is left in the filing cabinet, and space for additional shelving can be obtained here. Satisfactory accommodations are provided

Floor plans of attic to appear here.

persons consulting the records. Of the assessor's records--25% in the auditor's annex, and 50% in the auditor's northwest basement vault.

Board of Review

The records of the board of review are housed in the auditor's northwest vault (q.v., infra).

Board of Tax Adjustment

All records of the board of tax adjustment are housed in the auditor's southwest basement vault (q.v., infra).

Board of Finance

The board of finance records are housed in the auditor's northwest vault (q.v., infra).

Treasurer

The treasurer's main office, private office, and vault are located on the northwest corner of the first floor. The main and private offices have wooden floors and concrete walls and concrete ceilings, while the vault has a concrete floor, walls, and ceiling. All are well lighted and well ventilated, except the vault whose ventilation is only fair, and all are equipped with satisfactory accommodations for users of the records. Measuring 75' by 25' by 14', the main office houses 70' of unbound records in file boxes 22" deep, allowing sufficient space for expansion on the present shelving.

The private office, which is 15' by 9' by 14', houses 12' of bound volumes and 4' of unbound records in file boxes 22" deep, the same conditions prevailing here as in the main office. The vault, measuring 30' by 10' by 12', is equipped with 438' of shelving, 308' of which are occupied by bound volumes and 20' by unbound records in file boxes 15" deep. Ten per cent of the treasurer's records are housed in his main office, 2% in his private office, 60% in his vault, 18% in his storage room, and 10% in the auditor's northwest basement vault. One per cent of the auditor's records is also housed in the treasurer's vault.

Auditor

The auditor has a main office, a private office, an annex, and two vaults--the northwest and the southwest--on the first floor, and the northwest and southwest vaults in the basement. No records are housed in the main and private offices.

The annex, on the northeast corner, measures 40' by 18' by 16' and has a wooden floor and plastered walls and ceiling. It is well ventilated and well lighted, and is equipped with 90' of shelving, on which are 60' of bound volumes, and steel filing cabinets 24" deep, in which are 30' of unbound records, space for expansion being available both on the shelving and in the cabinets. Five per cent of the auditor's records, 25% of the assessor's records, and 1% of the commissioners' records are housed here. The northwest and southwest vaults have tile floors and concrete walls and ceilings. Well ventilated and well lighted, these vaults measure 20' by 10' by 16'

and 12' by 12' by 16' respectively. In the northwest vault, 590' of steel roller shelving house 225' of bound volumes and 136' of unbound records in file boxes 14" deep. These comprise 15% of the records of the auditor, all the records of the board of review and the board of finance, and 44% of the records of the commissioners. The southwest vault houses, on 432' of steel roller shelving, 50' of bound volumes and 230' of unbound records in file boxes 14" deep--5% of the auditor's records, all records of the council, and 65% of the commissioners' records. The annex and the two vaults provide adequate accommodations for users of the records.

The two basement vaults adjoin the county council chamber on the east side of the basement. Both are poorly lighted and poorly ventilated, and neither provides users of the records with accommodations. The northwest vault, 15' by 9' by 12', has a concrete floor, plastered walls, and a steel ceiling; the southwest vault, 12' by 8' by 12', has a concrete floor, concrete walls, and a steel ceiling. Shelving--375' along the walls and in the center--in the northwest vault is completely occupied by bound volumes, which comprise 5% of the auditor's records, 50% of the assessor's records, and 10% of the treasurer's records, no space for additional shelving being available. The southwest vault, housing 20' of bound volumes and 390' of unbound records in file boxes 11" deep, is likewise crowded. Five per cent of the auditor's records and all the records of the board of tax adjustment are housed here. Four per cent of the auditor's records are housed in the assessor's office, 1% in the treasurer's vault, and 60% in the auditor's storage room.

Board of Education

Records of the board of education are kept in the office of the superintendent of schools (q.v., infra).

Superintendent of Schools

In the southeast corner of the basement are an office and an annex occupied by the superintendent of schools. The office is 18' by 12' by 10' and has a concrete floor, ceiling, and walls; the annex is 23' by 20' by 10' and has a concrete floor and plastered ceiling and walls. Both are well lighted and well ventilated, and both furnish users of the records with excellent accommodations. The office is equipped with 144' of wood shelving, housing 41' of bound volumes and 57' of unbound records in file boxes 25" deep. In the annex are 25' of bound volumes on 48' of shelving. The office houses 85% of the records of the superintendent of schools and all the records of the board of education. The annex houses the other 15% of the records of the superintendent of schools.

Health Officer

The health officer's office is located at present at 208 East Lincoln Avenue, Goshen, and all his records are housed in a room, 20' by 20' by 15', adjoining the waiting room. This room has a wooden floor, plastered walls, and a plastered ceiling. It is well lighted and well ventilated and is equipped with 24' of shelving, on which are 20' of bound volumes. Adequate accommodations are provided here for users of the records.

Department of Public Welfare

Records of the department of public welfare are housed in the office of that department, on the west side of the basement, and in the office of the county nurse, on the east side of the basement, the former of which is 35' by 30' by 10', and the latter 24' by 24' by 14'. Well lighted and well ventilated, both offices provide excellent accommodations for persons consulting the records. The welfare office, which has a concrete floor, ceiling, and walls, houses 3' of bound volumes and 14' of shelving and 30' of unbound records in filing cabinets 32" deep, allowing ample space for expansion. The nurse's office, which has a concrete floor and plastered walls and ceiling, houses an undetermined quantity of unbound records in a filing cabinet 18" deep. Ninety per cent of the records of the department of public welfare are housed in its office and 10% in the county nurse's office.

Surveyor

The surveyor's office, in the southwest corner of the basement, is 30' by 28' by 18', and has a wooden floor and concrete walls and ceiling. It contains 120' of shelving, on which all the surveyor's records--25' of bound volumes and 36' of unbound records in file boxes 24" deep--are housed. This office, which is well lighted and well ventilated, provides adequate accommodations for users of the records.

Highway Supervisor

The office of the highway supervisor is located on East Jackson Street, Goshen. The office measures 20' by 15' by 12', has a wooden floor, plastered walls, and plastered ceiling, and is well lighted and well ventilated. It houses 1' of bound volumes and 3' of unbound records in file boxes 24" deep, leaving 2' of shelving unoccupied. All the records of the highway supervisor are housed in this office, which provides satisfactory accommodations for users of the records.

Agricultural Agent

The office of the agricultural agent, located in the northwest corner of the courthouse basement, is well lighted and well ventilated, measuring 20' by 20' by 12'. It has a wooden floor and plastered walls and ceiling, and houses 15' of unbound records in filing cabinets 14" and 18" deep. All the records of the agricultural agent are housed here. No additional equipment, either for users of the records, or for the records themselves, is needed here.

Storage Rooms

Three rooms in the attic--the sheriff's, auditor's, and treasurer's storage rooms--are used for the storage of records. These rooms have wooden floors and concrete walls, the slate roof of the courthouse serving as a ceiling. All but the auditor's storage room have artificial lighting in addition to natural lighting through skylights, but only the auditor's storage room

is well ventilated, and only in this room is a minimum of dust present. The sheriff's storage room, which measures 20' by 10' by 12', houses 16' of bound volumes, which occupy less than one-sixth of the shelving. These comprise 60% of the sheriff's records. The auditor's storage room, measuring 50' by 20' by 12', houses 1800' of bound volumes--60% of the auditor's records--112' of shelving being unoccupied. The treasurer's storage room, which houses 18% of his records, is equal in size to the auditor's storage room. It contains 200' of bound volumes, 300' of shelving being unoccupied. None of these rooms furnishes users of the records with accommodations.

Review

Aside from the construction of additional shelving in the assessor's office, conditions in only five other rooms are in need of correction. These are the two basement vaults of the auditor and the three attic storage room.

In the auditor's basement vaults, lighting should be improved and accommodations for users of the records installed, if possible. There is not much space for the lat er in these vaults, but it is thought that some equipment can be installed. The shelving in these vaults is crowded; this can be relieved by transferring some of the records to the first floor vaults or to the attic storage room, in either of which ample space is obtainable.

The storage rooms are in need of improvement. Lighting, except in the treasurer's storage room, and ventilation, except in the auditor's storage room, are not highly satisfactory and should be corrected. Accommodations for users also should be provided. It would be advisable, perhaps, considering the wide temperature variation in these rooms, to provide some means for temperature control, but the practicibility of this move cannot be determined by the Historical Records Survey.

4. ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

The Style Manual of the United States Government Printing Office is the authority followed herein.

Acts	(Session) Laws of the State of Indiana (commonly referred to by binder's title, "Acts"). By authority ... (of the) Secretary of State (of Indiana)
agr. agt.	agricultural agent, agricultural agent's
alph.	alphabetical, alphabetically
approx.	approximately
arr.	arranged
art.	article
assr.	assessor, assessor's
aud.	auditor, auditor's
aver.	average
bdl.	bundle
Bldg.	Building
bsmt.	basement
Burns.	Burns, Harrison, editor. Annotated Indiana Statutes containing all acts of a general and public nature in force September 1, 1933. 12 vols. The Bobbs-Merrill Company, Indianapolis, Ind. (c1933 and 1934) with Supplement 1936 in pocket in back cover. (Year is given in reference only in citations to supplement. Numbers refer to sections which run in one continuous, consecutive series as explained in Burns lxiii-iv.)

c.	copyright (before date)
C.C.	County Courthouse
ch.	chapter
chron.	chronologically, chronological
clk.	clerk, clerk's
comr.	commissioner, commissioners, commissioner's, commissioners'
Const.	Constitution of Indiana (refers to present constitution unless date follows)
cor.	coroner, coroner's
hdw.	handwritten
hi. sup.	highway supervisor, highway supervisor's
hlth. offr.	health officer, health officer's
ibid.	ibidem (same reference as that immediately foregoing)
Ind.	Indiana; Indiana Reports (when preceded by the volume number, reference is to the official state court reports).
Laws Ind. Terr.	Laws of Indiana Territory, The 1801-1809. Edited by Francis S. Philbrick. Collections of the Illinois State Historical Library: Vol. 21. Reprinted with supplementary Indiana material. Indianapolis, Ind. Historical Bureau, 1931.
Laws N. W. Terr.	Laws of the Northwest Territory, The: 1788-1800. Edited by Theodore Calvin Pease. Illinois State Historical Library Law Series: Vol. 1. Springfield, Ill. Reprinted by the Illinois State Bar Association. (c1925)

mi.	mile
n.	north
ne.	northeast
no., nos.	number, numbers
nw.	northwest
off.	office
p., pp.	page, pages
pr. frm.	printed form
pt.	part
pvt.	private
pros. atty.	prosecuting attorney, prosecuting attorney's
q.v.	which see
rec.	record
recr.	recorder, recorder's
Rev. Laws 1831	Revised Laws of Indiana, ... enacted by the general assembly at their fifteenth session ... Published by authority of the general assembly. Indianapolis, 1831.
Rev. Stat. 1843	Revised Statutes of the State of Indiana passed at the twenty-seventh session of the general assembly ... Printed and published according to law. Indianapolis, 1843.
1 Rev. Stat. 1852) 2 Rev. Stat. 1852)	Revised Statutes of the State of Indiana, passed at the thirty-sixth session of the general assembly ... 2 vols. Printed and published according to law. Indianapolis, 1852.
Rev. Stat. 1881	Revised Statutes of Indiana ... Collated and annotated by James F. Frazer, John B. Stoteenburg and David Turpie, Commissioners. By

	authority of the general assembly Chicago, Ill. B. B. Myers and Company, 1881.
rm.	room
s.	south
sec.	section
se.	southeast
shf.	sheriff, sheriff's
spc. sess.	special session
stat.	statutes
stg.	storage
suppl.	supplement
sur.	surveyor, surveyor's
supt., supt. sch.	superintendent, superintendent's, superintendent of schools
sw.	southwest
tr.	treasurer, treasurer's
twp.	township
U. S.	United States
vol., vols.	volume, volumes
vt.	vault
wfr.	welfare
--	current
'	foot, feet
"	inch, inches

Other abbreviations in common use are occasionally used.

Explanatory Notes

The inventory of the records of each bureau is preceded by an explanatory section, giving its legal status and functions.

In each legal status the inception date of each office is given as a comparative basis for the dates of the records. If the office were established before the origin of the county, the date of organization is the inception date. Whenever the inception date of records is later than the date of the organization of the county, it is by reason of statutory inauguration.

Entries are grouped under an outline classification, using headings and subheads according to relative functions. The first breakdown is centered in capitals and lower-case; the second breakdown is relative to the first and is in capitals and lower-case, underscored at the margin.

Each entry has two parts or paragraphs: Title and description. Occasionally an entry will have a third cross-reference paragraph.

I. The title consists of:

1. Entry number. The entries are numbered consecutively within the county.

2. Titles in capitals, enclosed in parentheses, are supplied by the Historical Records Survey, because either the volume or file has no title or an incorrect one. Words in capitals and lower case, enclosed in parentheses, are also supplied or are supplementary to the title, where it is necessary to explain the types of records more fully.

3. Period covered by the record, showing beginning and ending dates by years only. In a divided year, the months and days are given. A dash in place of an ending date denotes a continuous open record.

4. Quantity

5. Markings, if a series or a part of a series. Where the entry consists of one unit, marked 1, the marking is omitted; if otherwise marked, except by dates, marking is given.

6. Variation in numbering.

7. Missing volumes.

8. Subtitles or variations in title.

II. The description consists of:

1. A complete description of the record, its contents, and its purpose, with a resume of the column headings or subjects treated.

- 2. Method of arrangement or indexing.

3. Nature of recording. Modern records are almost exclusively in printed form, filled in by hand or typewriter as stated in entry.

4. Condition. Unless good or excellent, in which case, it is omitted.

5. Number of pages averaged for a series.

6. Size, averaged for a series, is given in inches unless otherwise specified; hence the inch sign is omitted.

7. Location. The place of custody (the room in which the records are located) is given in the entry, except, as stated

in the legal status, in cases where all, or the majority, of the records are in one room.

III. Cross-references made to other entries.

1. For records which have relative functions.

2. For records having earlier or later recordings under a different title or type of record.

3. For records for which additional information may be found in other entries.

Whenever an entry contains more than one type of record, all the dates are given in a master entry under the actual title or under a complete title, if supplied, with reference to subordinate entries for each part. The subordinate entries consist of title, dates, and description only.

I. COMMISSIONERS

The board of commissioners is a statutory body comprising three members elected for a term of three years. Elections are so arranged that one member shall retire each year. The county is divided into three districts from each of which one member must be elected by the electorate of the entire county. (1)

Elkhart County has had a board of commissioners from its creation, as provided in the Acts of 1816, (2) and the Constitution of 1851. (3)

The board was intended to be the administrative and executive head of the county. Its powers were extensive and often abused. In 1899 the county council (q.v) was created as a check upon the commissioners in fiscal matters. (4)

The board of commissioners is a corporate body with powers to sue and be sued, and possessing duties, rights, and powers incident to corporations. (5) It meets in regular session every month on the first Monday and in special sessions as called by the county auditor, its ex-officio clerk. (6)

Its principal functions are: Control of county property, allowance of claims against county, (7) letting of county contracts, supervision of contracts of maintenance of roads and bridges, (8) and the preparation of annual budget estimates. (9) It appoints many county officials and exercises the right of eminent domain. (10) Other powers, in specific instances, have been conferred upon the board by the legislature; chiefly abolition or change of township or precinct boundary lines, (11)

establishment of libraries (12) and hospitals, (13) payment of bounties, and offering of rewards. (14)

The commissioners, by virtue of their office, were constituted a board of turnpike directors, by an act of 1879, for the management and control of all free turnpikes in the county. Each director had personal supervision of one district. Their powers are to appoint suitable persons to supervise the work of repairs; contract for labor and materials; enter upon lands to take gravel, and to give certificates of payment; and to appoint a clerk of the board. (15) An act of 1905 made the county auditor the clerk of the board. (16)

This board was abolished in 1913, and the highways were placed in charge of a superintendent of highways appointed by the commissioners. (17)

This office was likewise abolished twenty years later, and supervision of highways was transferred to the surveyor (q.v.), unless the commissioners appoint a highway supervisor (q.v). (18)

The inception date of this office in Elkhart County is 1830. All the records are located in the auditor's southwest vault in the courthouse, unless otherwise stated.

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(1) 1 Rev. Stat. 1852; Acts 1929; Burns 26-601, 26-602, 26-603.
(2) Acts 1816, ch. 14, sec. 1.
(3) Const., art. 6, sec. 10; 1 Rev. Stat. 1852; Acts 1929; Burns 26-601.
(4) Acts 1899; Burns 26-501, 26-515, 26-529, 26-532, 26-533.
(5) 1 Rev. Stat. 1852; Burns 26-606.
(6) Acts 1863; Burns 26-607.
(7) 1 Rev. Stat. 1852; Burns 26-620.
(8) Acts 1905; Burns 36-1301.
(9) Acts 1899; Burns 26-516.
(10) Acts 1899; Burns 26-2101 to 26-2106.
(11) Acts 1859; Burns 26-701.
(12) 1 Rev. Stat. 1852; Burns 41-502.
(13) Acts 1905; Burns 22-3201.
(14) Acts 1875; Burns 26-1101.
(15) Acts 1879, p. 226.
(16) Acts 1905, pp. 521-579.
(17) Acts 1913, ch. 330, sec. 1.
(18) Acts 1933; Burns 36-1101 to 36-1109.

Court Proceedings and Reports

1. COMMISSIONERS' RECORD, 1831--. 24 vols. (1-24).

Minutes and proceedings of board of commissioners, showing business transacted concerning budget, building repairs, petitions, and contracts; and action taken. Arr. chron. Hdw. 500 pp. 18 x 12 x 3. Aud. vt.

2. COMMISSIONERS' COURT DOCKET, 1832--. 12 vols. (1-3,1-9, and 1 vol. not numbered).

Record of cases before the commissioners, showing date filed, action taken, disposal, names of parties to petition and of attorney, order book, and page; liquor license, showing license no., documents filed, and proceedings. Arr. chron. Hdw. 325 pp. 18 x 12 x 2½. Aud. nw. vt.

3. GRAND JURY REPORTS, 1923--. 1 file box.

Grand jury reports on conditions in county jail and infirmaries, showing date of inspection, and recommendations. Arr. chron. 13 x 10 x 5.

Bond Issues

4. BOND RECORD, 1890--. 4 vols. (1-4).

Record of bonds issued, showing bond no., name of twp., date, amount of issue, amount of each bond, rate of interest, coupon no., number of coupons paid, dates due and paid, and title of bond. Indexed alph. by names of twps. Hdw. 350 pp. 10 x 15 x 2. Aud. nw. vt.

5. REFUNDED COUNTY BONDS, 1930--. 3 file boxes.

County road bond issues, showing amount of issue, date, kind of bond, amounts paid and due, and coupons paid. Arr. chron. 13 x 10 x 5. Aud. nw. vt.

Court Proceedings and Reports--Bond Issues (continued)

6. BOND COUPONS, 1919--. 2 file boxes.
Gravel, brick, and macadam road bonds, showing appropriation no., purpose, date, total amount of issue, warrant and claim nos., from which fund, and amount of claim. Arr. by warrant nos. 13 x 10 x 5. Aud. nw. vt.

Petitions

7. COMPLETED TOWNSHIP ROADS, 1922--. 6 file boxes (1-6).
Transcripts of completed twp. roads, showing petition, date paid, improvement recommended, date completed, and names of twp. and of road. Arr. alph. by names of twps. 18 x 15 x 6. Aud. nw. vt.

8. TRANSCRIPT-ROAD ALLOWANCES, 1916-19. 1 file box.
Petitions for building and repair of roads, showing date filed and approved, date work completed, and name of commissioner. Arr. alph. by names of twps. 13 x 10 x 5. Aud. nw. vt.

9. PETITION FOR OILING ROADS, 1933--. 1 file box.
Petitions to oil county roads, showing date, name of road, and signature of petitioner. Arr. alph. by names of roads. 13 x 10 x 5.

10. BRIDGE PETITIONS, 1923--. 1 file box.
Petitions for bridge building and repairs, showing name of twp., location of bridge, reason fro building, date, petition no., and name of petitioner. Arr. chron. 13 x 10 x 5.

11. VACATION OF LOTS, STREETS, ALLEYS, 1926-31. 1 file box.
Petitions to vacate premises, showing location, cause, date, and signature of petitioner. Arr. chron. 13 x 10 x 5.

Court Proceedings and Reports--Petitions (continued)

12. CEMETERY, 1919-32. 1 file box.
Petitions to incorporate cemeteries, showing proof of publication, proposed name of cemetery, date, and signature of petitioner. Arr. alph. by names of cemeteries. 13 x 10 x 5.

13. TOWNSHIP CONSTABLE APPOINTMENTS, 1923-34. 1 file box.
Appointments of constables, showing petition, and recommendation for appointment. No index. 4 x 9 x 13.

Requisitions, Bids, Contracts

14. BIDDER'S RECORD, 1936. 1 vol.
Record of bids for county supplies, showing requisition and item nos., description, quantity, unit, price bid, name and address of bidder, date of acceptance, date purchase ordered, opening date of bid, and date of notice. Arr. chron. Hdw. 320 pp. 14 x 15 x 2.

15. (BIDS FOR ROAD CONSTRUCTION), 1927--. 1 file box. (6).
Affidavits on road inspections, contractor's bids for construction of roads and bridges, surveyor's report on work done, and bond to cover materials supplied by vendors. 13 x 10 x 5.

16. COUNTY UNIT ROADS, 1920-30. 1 file box.
Bids for building roads approved and accepted, showing name of contractor, amount of bid, location and name of road, total costs, and county unit no. Arr. by county unit nos. 27 x 17 x 11. Aud. rw. v.

17. BIDS ON COUNTY HIGHWAY MATERIAL, 1932--. 2 file boxes.
Bids for county highway material and proof of publication, showing date,

Court Proceedings and Reports--Requisitions, Bids, Contracts (continued)

name of county, twp., or city, and road specifications. Arr. chron. 5 x 10 x 13½.

18. COUNTY HIGHWAY, 1925--. 1 file box.
Contractor's bids for supplies, and equipment for maintaining highways, showing petition for supply, safety signs, reports of officers, date, name, cause, notice, and total. Arr. chron. 13 x 10 x 5.

19. PROOF OF PUBLICATION, 1927-35. 6 file boxes.
Proof of publication of bids for county expenses, showing name of newspaper, day published, date, and fee for printing. Arr. chron. 5 x 10 x 13½.

20. COUNTY OFFICER'S ESTIMATES, 1917--. 1 file box.
Estimate of expenses of county offices, showing appropriation, requisition for supplies, date, description, amount required, cost, and total. Arr. chron. 13 x 10 x 5. Aud. nw. vt.

21. ESTIMATE AND REQUISITIONS, 1908--. 4 file boxes.
Twp. estimates of expenses, requisitions for supplies, and ordinances for appropriations. Arr. chron. 13 x 10 x 5. Aud. nw. vt.

22. TRUCKS, MOTORCYCLES, 1932--. 1 file box.
Dealer's bids for trucks, motorcycles, and supplies, and proof of publication of bids. Arr. chron. 13 x 10 x 5.

23. COAL BIDS, 1931--. 1 file box.
Coal dealer's bids to supply county coal orders, showing price per ton, quality, amount to be furnished, and proof of publication of bids. Arr. chron. 13 x 10 x 5.

Court Proceedings and Reports--Requisitions, Bids, Contracts (continued)

24. BRIDGE AND BRIDGE APPROACHES, 1932-33. 1 file box.
Bids for construction of bridges and supplies, showing contracts, date, location of bridge, specifications, kind of material, bond, signature of security, proof of publication of bid, and notary seal. Arr. chron. 13 x 10 x 5.

25. BRIDGE REPAIRS, 1924-31. 1 file box.
Bids for supplies, and reports of engineers and superintendent on proceedings of work, showing date, proof of publication of bids, bridge no., cost, and name of city. Arr. chron. 13 x 10 x 5.

26. REJECTED BIDS, 1912--. 1 file box.
Bids submitted and rejected, showing no., name of firm or party bidding, residence, occupation, amount of bid, and appropriation no. Arr. chron. 5 x 10 x 13½.

27. INSURANCE POLICIES, 1910--. 1 file box.
Record of fire insurance policies on county buildings, showing amount, rate, premium, and name of company. Arr. chron. 13 x 10 x 5. Aud. nw. vt.

28. STATE HIGHWAY PAPERS, 1926--. 1 file box.
Supplement agreements with contractors concerning building and improvement of roads, showing bond issue, location of road, names of twp., range, and sec., and signature of commissioner. Arr. chron. 9 x 1 x 4½.

29. CONTRACTS, 1925--. 1 file box.
Contracts of county engineer, construction bonds, hospital contracts, and papers of inspector of weights and measures. Arr. chron. 13 x 10 x 5.

Court Proceedings and Reports--Requisitions, Bids, Contracts (continued)

30. DITCH AND SEWER RECORDS, 1903--. 1 file box.
Construction contract bonds for ditches, showing date, names of ditch and contractor, warrant no., cost, kind of material, and bond of contractor. Arr. alph. by names of ditches or sewers. 13 x 10 x 5.

31. CONTRACTS WITH COUNTY COMMISSIONERS, 1931--. 1 file box.
Contracts for repairs to county buildings, showing salary, expenses, insurance, and property lease. Arr. chron. 13 x 10 x 5. Aud. mw. vt.

32. BRIDGE CONTRACTS, 1921--. 5 file boxes.
Bids submitted for construction of county bridges, showing estimate, claim, specifications, name of bridge, location, cost, amount of bid, name of contractor, and contractor's bond. Arr. chron. 13 x 10 x 5.

33. POOR FARM CONTRACTS, 1923-30. 3 file boxes.
Contracts for supplies, showing date, contractor's bid, amount of supply, and action taken. Arr. chron. 13 x 10 x 5. Aud. mw. vt.

Claims and Allowances

34. CLAIMS AND ALLOWANCES RECORD, 1902--. 11 vols. (1-11).
Record of claims filed and allowed, showing claim no., date filed, name of payer, address of claimant, purpose, from which fund, amount allowed, warrant no., and remarks. Arr. chron. Adw. 300 pp. 18 x 18 x 2. Aud. mw. vt.

Court Proceedings and Reports--Claims and Allowances (continued)

35. (CLAIMS ALLOWED), 1835--. 291 file boxes.

Miscellaneous papers consisting of appropriations, and claims allowed and paid, showing names of county and twp., date and amount allowed, warrant no., and signature of commissioner. Arr. by claim and warrant nos. 5 x 10 x 13. 208 file boxes, 1836-1915, recr. bsmt. vt.; 31 file boxes, 1916-22, aud. nw. vt.; 52 file boxes, 1923--, aud. sw. vt.

36. CLAIMS, 1908-18. 2 file boxes.

Claims paid for expenses and supplies, showing date, names of city, state, and payer, amount, purpose, description, and signatures of treasurer and auditor. Arr. chron. 13 x 10 x 5. Aud. nw. vt.

37. COUNTY ORDERS, 1862--. 29 file boxes.

Warrants issued for expenses, showing date, name of payer, amount, to what fund charged; and poor farm, insane institution, and court fees. Arr. chron. 8 x 5 x 4.

38. (PROOF OF PUBLICATION), 1908-13. 9 file boxes.

Proof of publication for allowances for state institutions, showing date of publication, number of times published, and signature of publisher. Arr. chron. 13 x 10 x 5. Aud. nw. vt.

39. WARRANTS CANCELLED AND FILED, 1905--. 1 file box.

Warrants issued for supplies and expenses, showing date, amount, name of payer, purpose, for which fund, and signature of auditor. Arr. chron. 13 x 10 x 5.

Court Proceedings and Reports-- Claims and Allowances (Continued)

40. REGISTRATION RECORDS (CLAIMS FOR ELECTION EXPENSES), 1912--. 3 file boxes.

Claims and appropriations for election expenses, showing name of claimant, address, occupation, amount of appropriation, warrant no., date filed, and total amount. Arr. chron. 13 x 10 x 5. Aud. mw. vt.

41. W. P. A. BRIDGES, 1935--. 1 file box.

Claims filed for supplies on W.P.A. projects, showing warrant and claim nos., names of bridge and of claimant, amount allowed, and signature of commissioners. Arr. alph. by names of bridges. 13 x 10 x 5.

42. DUPLICATE CLAIMS, 1926--. 1 file box.

Duplicates of lost copies of claims, showing date, amount of claim, purpose, and warrant number. Arr. by warrant nos. 13 x 10 x 5.

43. CLAIMS HELD FOR INVESTIGATION, 1931--. 1 file box.

Claims held for further investigation, showing claim, warrant, and appropriation nos., name of claimant. amount, purpose, date claim allowed, and signature of commissioner. Arr. chron. 13 x 10 x 5.

44. BILLS REJECTED, 1914--. 2 file boxes.

Rejected claims of appropriation, showing appropration and claim nos., date, name of claimant, occupation, and total amount. Arr. chron. 13 x 10 x 5. Aud. mw. vt.

45. SHERIFF'S MILEAGE (CLAIMS), 1918--. 2 file boxes.

Mileage expense for removal of prisoners to penal institutions, showing name, nature of crime, date of sentence, and term of imprisonment. Arr. chron. 13 x 10 x 5. Aud. mw. vt.

Court Proceedings and Reports--Claims and Allowances (continued)

46. TRUSTEE'S CLAIMS AND RECEIPTS, 1935--. 14 file boxes.
Claims and purchase orders for poor relief, showing date, name, cause, order no., approval, and signature of trustee. Arr. chron. 24 x 12 x 8. Aud. nw. vt.

47. OLD AGE PENSIONS, 1935--. 1 file box.
Investigation of applicants for old age pension, showing date, name, address, birthplace, age, color, names of parents, and date of birth. Indexed alph. by names of pensioners. 27 x 17 x 11. Aud. annex.

For other records, see entries 199-226.

48. OLD AGE REPORTS, 1934--. 1 file box.
Semi-annual report of payments of old age pensions, showing name of county and twp., amount paid, and date filed. Arr. chron. 13 x 10 x 5. Aud. nw. vt.

For other records, see entries 199-226.

49. (OATH OF OFFICE OF OLD AGE PENSION INVESTIGATOR), 1932--. 1 file box.
Oath administered to applicant upon taking office, showing name and address of person taking oath, and date of oath. Arr. chron. 13 x 10 x 5.

For other records, see entries 199-226.

50. OLD PENSIONERS (DECEASED), 1933--. 1 file box.
Reports of death of old age pensioners, showing name, age, and date of death. Indexed alph. by names of deceased. 27 x 17 x 11. Aud. nw. vt.

For other records, see entries 199-226.

Court Proceedings and Reports--Claims and Allowances (continued)

51. ORPHAN POOR, 1908--. 4 file boxes.

Quarterly reports of childrens orphans home, showing names of children received, re-entered, or returned to parents or guardian, death expense allowed, and address of parents or guardian. Arr. chron. 13 x 10 x 5. Aud. nw. vt.

52. TUBERCULOSIS HOSPITAL, 1932--. 1 file box.

Applications and assignments of patients to hospitals, showing date, name of patient, sex, color, age, analysis, and name of physician. Indexed alph. by names of patients. 13 x 10 x 5.

53. STATE INSTITUTION REPORTS, 1919-32. 3 file boxes.

Clothing expenses of inmates, showing date, name, amount, and cost. No index. 13 x 10 x 5. 2 file boxes, 1919-30, aud. sw. vt.; 1 file box, 1930-32, aud. nw. vt.

Roads, Bridges, and Ditches

54. DITCH CLEANING, 1898--. 3 file boxes.

Contracts for cleansing and draining ditches, showing names of contractor and ditch, certificate of acceptance, kind of material, and total cost. Arr. alph. by names of ditches. 13 x 10 x 5.

55. DITCHES AND HIGHWAYS, 1896-99. 1 file box.

Record of expenses for construction and repairs to ditches and roads, showing warrant no., name of ditch or highway, location, name of twp., cost, and total amount. Arr. by warrant nos. 13 x 10 x 5.

II. COUNTY COUNCIL

In 1899 the legislature created the county council. This council consists of seven members who are elected for a term of four years and must be resident freeholders of the county. One member is elected from each of the four councilmanic districts by the voters of the district, and three members are elected by the voters of the county at large. The council elects its president from its membership, and the auditor acts as its clerk. The sheriff is required to execute the orders of the council. (1)

The regular annual meeting is held on the first Tuesday after the first Monday of September for the purpose of fixing the tax rate, of imposing the tax levy, and of making appropriations, (2) and continues from day to day until its business is completed. (3) Special meetings may be called by the auditor or a majority of the members. (4) Sessions must be public. (5) Although a majority of the council constitutes a quorum, the passage of ordinances requires a majority of all members; and extraordinary majorities are required by law in certain instances; (6) a three-fourths vote to increase or insert an item in the budget estimates submitted by the county agencies through the auditor; (7) a two-thirds vote to make additional appropriations at special meetings. (8)

The power of fixing the tax rate where it is not fixed by law, is vested exclusively in the council, likewise the power of making appropriations of money to be paid out of the county treasury. (9)

The council passes on all budget estimates submitted by county officials, (10) as well as emergency appropriations. (11)

The council has exclusive power to authorize the borrowing of money for the county and the issuing of $1,000 or more shall be made without authorization by the council. (13)

The inception date of this board in Elkhart County is 1899. All the records are located in the aud. sw. vt. in the courthouse, unless otherwise stated.

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(1) Acts 1899; Burns 26-501, 26-502, 26-509, 26-515, 26-532.
(2) Acts 1899; Burns 26-507.
(3) Acts 1899; Burns 26-508.
(4) Acts 1899, 1931; Burns 26-507.
(5) Acts 1899; Burns 26-508.
(6) Acts 1899; Burns 26-511.
(7) Acts 1899; Burns 26-520.
(8) Acts 1899, 1907, 1913; Burns 26-521.
(9) Acts 1899; Burns 26-515.
(10) Acts 1899; Burns 26-620.
(11) Acts 1899, 1907, 1913; Burns 26-521.
(12) Acts 1899, 1921, 1929; Burns 26-532.
(13) Acts 1899; Burns 26-534.

56. COUNTY COUNCIL RECORDS, 1921--. 1 file box.
Publication of proof of county expenses, ordinances for appropriations, tax levies, estimates, and petitions, showing date of meeting, business transacted, and minutes of meetings. Arr. chron. 9 x 9 x 4½.

57. APPEALS TO STATE BOARD ON BOND ISSUE, 1927--. 1 file box.
Tax payer's petitions to state tax board against tax levies and bond issues. Arr. chron. 5 x 10 x 13½.

III. CLERK

The clerk of the circuit court, commonly referred to as "county clerk", is a constitutional officdr, elected for a four-year term, and not entitled to hold office for more than eight years of any twelve-year period. (1)

Elected as clerk of the circuit court, the incumbent of the office also serves, by statutory provisions, as clerk of any and all county courts and as such is required to keep a set of dockets and records for all courts. (2)

In addition to his court duties, numerous other duties are imposed upon the clerk by statute. He serves ex officio as registration officer for the county and as a member of the various county election boards. (3) In discharging his election duties he is required to keep records of all elections in the county, (4) issue certificates of election to successful candidates, (5) and act as clerk to the commissioners appointed by the circuit court to make a recount in contested elections. (6)

Other important duties of the clerk are the issuance of marriage licenses, (7) professional licenses such as physicians', (8) dentists', (9) and optometrists'; (10) hunting, fishing, and trapping licenses; (11) business licenses such as poultry dealers' (12) and junk dealers'; (13) and permits to carry firearms, (14) He approves the bonds of county officers, (15) and approves and files the bonds of notaries. (16) He is required to keep a nurses' register (17) and a record of firm and partnership certificates, (18) and he also records many legal instruments.

The inception date of this office in Elkhart County is 1830.

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(1) Const., art. 6. sec. 2; Burns 49-2701.
(2) 2 Rev. Stat. 1852; Burns 49-2706.
(3) Acts 1933; Burns 29-306.
(4) Acts 1905; Burns 29-1404.
(5) Acts 1891; Burns 29-1501.
(6) Acts 1891 spc. sess.; Burns 29-2103.
(7) Acts 1852; Burns 44-201.
(8) Acts 1897; Burns 63-1302.
(9) Acts 1913; Burns 63-506.
(10) Acts 1907; Burns 63-1009.
(11) Acts 1927; Burns 11-302.
(12) Acts 1917; Burns 49-1407.
(13) Acts 1905; Burns 42-703.
(14) Acts 1925; Burns 10-4721.
(15) Acts 1852; Burns 29-105.
(16) Acts 1852; Burns 49-3503.
(17) Acts 1905; Burns 63-903.
(18) Acts 1909; Burns 50-201.

IV. PROSECUTING ATTORNEY

The prosecuting attorney is a constitutional officer, elected in each judicial circuit for a term of two years. (1) He is required to post a bond to be approved by the judge of the circuit court and filed with the clerk. (2)

Prior to the constitution of 1851 the office of prosecuting attorney was created by a legislative act in 1851. A prosecuting attorney for each judicial circuit was chosen by a joint ballot of the senate and house of representatives. (3)

It is the duty of the prosecuting attorney to inquire into the commission of any felony or misdemeanor received on information. (4) He conducts all prosecutions for felonies and misdemeanors in Elkhart County, all suits on forfeited recognizances, resists applications for changing names, protects interests of all persons of unsound mind, superintends on behalf of the county any of its trust funds, and defends all suits in which the same may be interested. (5)

The prosecuting attorney may take acknowledgments to deeds or other instruments in writing, administer oaths, protest notes and checks, take depositions of witnesses, and perform any duty now conferred on a notary public. (6)

This office has existed in Elkhart County since the county's organization in 1830. The records are located in the prosecuting attorney's office, 513 South Main Street, Elkhart.

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(1) Const., art. 7, sec. 11; 2 Rev. Stat. 1852; Burns 49-2501.
(2) 2 Rev. Stat. 1852, Burns 49-2502.
(3) Rev. Stat. 1831, ch. 10, sec. 1.
(4) Rev. Stat. Burns 49-2503.
(5) 2 Rev. Stat. 1852; Burns 49-2504.
(6) Acts 1919; Burns 49-2507.

58. (APPEARANCE FEES COLLECTED), 1936. 1 vol.
Record of appearances and fees collected, showing date of appearance, name of court, cause no., title of cause, dispositions paid, stayed, or committed; fees, showing amounts charged and collected, and date; cash book, showing date, cause no., title of cause, names of payer and payee, check no., and amount. Arr. chron. Typed. 60 pp. 12 x 12 x ½. Pros. Atty. off., Kistner Bldg., 513 S. Main St., Elkhart, Ind.

59. (MONTHLY STATEMENT OF ALL FEES COLLECTED), 1936--. 1 file box. Affidavits of prosecutor to commissioners to insure a correct monthly statement of appearances in court, showing fees earned and collected, date sworn, and signatures of prosecutor and auditor. Arr. chron. 15 x 12 x 32. Pros. Atty. off., Kistner Bldg., 513 S. Main St., Elkhart, Ind.

60. (MONTHLY REPORTS OF ALL APPEARANCES), 1936. 1 file box. Monthly reports of prosecuting attorney to commissioners, of appearances in court, showing date, name of court, cause no., title of cause, and fees. Arr. chron. 15 x 12 x 32. Pros. Atty. off., Kistner Bldg., 513 S. Main St., Elkhart, Ind.

V. CIRCUIT COURT

The circuit court is created by the Indiana Constitution. (1) The judge of the circuit court is elected by the people of the circuit and serves for a term of six years. (2) The thirty-fourth circuit comprises Elkhart County.

The court has jurisdiction of law, equity, and criminal cases, and actions for divorce; it also has jurisdiction of the settlement of decedent's estates and guardianships. The court has jurisdiction of all other causes, matters, and proceedings. It has such appellate jurisdiction as may be conferred by law. (3)

The inception date of this office in Elkhart County is 1830.

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(1) Const. art. 7, sec.
(2) Const. art. 7, sec. 9.
(3) Acts 1881; Burns 4-303.

No records could be found.

VI. COMMON PLEAS COURT

The common pleas court was established by an act of 1852. The judges were elected for terms of four years. (1)

The common pleas court had jurisdiction in matters relating to probate of wills; appointment of guardians for persons of unsound mind and other disabilities; in matters relating to executors and administrators; (2) in civil matters ranging from fifty to one thousand dollars except cases of slander, libel, breach of marriage contract, and action on official bond, or where the title of real estate shall be in issue; (3) and criminal jurisdiction in cases which are not felonies except those triable by the justice of the peace. (4)

Because of the inadequacies of this court, it was abolished in 1873 and the jurisdiction was transferred to the circuit court. Pending cases continued to be entered in common pleas records until completion of the suits. (5)

The inception of this court in Elkhart County is 1853.

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(1) 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 1.
(2) 2 Rev. Stat. 1852, pt. 1, ch. 8, sec, 4.
(3) 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 11.
(4) 2 Rev. Stat. 1852, pt. 1, ch. 8, sec. 14.
(5) Acts 1873, ch. 29, sec. 80.

No records could be found.

VII. RECORDER

The recorder is a constitutional officer elected for a term of four years. He is required to give a bond. (1) No person is eligible to hold the office of recorder for more than eight years in any twelve-year period. (2)

The title of this officer describes his functions: to make and preserve a public record of legal documents for private persons as required by law. Of the many kinds of instruments recorded the more important are: Roads, mortgages, and apprentices' indentures, (3) satisfactions, cancelations, and assignments of any kind, (4) releases, (5) mechanic's liens, (6) and leases. (7)

The recorder is also required to keep a record of articles of incorporation filed in his office, (8) and certificates of admission for foreign corporations to do business in Indiana. (9) There are also on file in the office of the recorder, records of cemetery deeds, (10) cemetery associations, (11) farm names, (12) and chattel mortgages. (13)

The inception date of this office in Elkhart County is 1830. All the records are located in the recorder's vault in the courthouse, unless otherwise stated.

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(1) 1 Rev. Stat. 1852; Acts 1901; Burns 40-3201.
(2) Ind. Const., art. 6, sec. 2.
(3) 1 Rev. Stat. 1852; Burns 49-3210.
(4) Acts 1905, Burns 49-3203.
(5) Acts 1881. spc. sess.; Burns 2-2519.
(6) Acts 1909; Burns 43-703.
(7) 1 Rev. Stat. 1852; Acts 1875, 1913, 1921, 1923; Burns 56-119.
(8) Acts 1929; Burns 25-219.
(9) Acts 1929; Burns 25-305.,
(10) Acts 1925; Burns 21-223.
(11) 1 Rev. Stat. 1852; Burns 26-1520.
(12) Acts 1913; Burns 49-3226.
(13) 1 Rev. Stat. 1852; Acts 1897; Burns 36-301.

Deeds, Titles, and Grants

61. DEED RECORD, 1830--. 160 vols. (1-160).
Record of deeds on property sold or transferred, showing names of grantee and grantor, location and description of property, acreage or size, valuation, and date. Indexed alph. by names of grantees and grantors. 1830-97, hdw.; 1897--, typed. 600 pp. 18 x 13 x 3.

62. GENERAL DEED INDEX, 1836--. 20 vols. (1-20).
Index to entry 61, showing name of owner, description, value, and location of property, and vol. and page no. Indexed alph. by names of grantees and grantors. Hdw. 600 pp. 16 x 20 x 3.

63. COUNTY DEEDS AND LEASES, 1930-35. 1 file box.
Warranty deeds, cemetery deeds, quit claim deeds, guardian's deeds, and sale of real estate deeds. Arr. chron. 13 x 10 x 5. Aud. sw. vt.

64. QUIET TITLE RECORDS, 1911--. 2 vols. (1-2).
Record of deeds of real estate on which title was cleared by court actions, showing date, name of property, description and location, cause no., and court decree. Hdw. 300 pp. 12 x 18 x 2½.

For earlier record, see entry 74.

Mortgages, Assignments, and Releases

Real Estate

65. MORTGAGE RECORD, 1845--. 137 vols. (1-137).
Record of mortgages on real property, showing date, names of mortgagor and mortgagee, location and description of property, kind of improvements, names of twp., and section, range no., amount of mortgage, value of property,

Mortgage Assignments and Releases--Real Estate (continued)

rate of interest, and date due. Indexed alph. by names of mortgagees and mortgagors. Hdw. 600 pp. 12 x 18 x 2½.

66. GENERAL INDEX TO MORTGAGES, REAL PROPERTY, 1853--. 13 vols. (1-13).

Index to real estate mortgages, showing names of mortgagor and mortgagee, date, description, location, and value of real estate, amount of mortgage, rate of interest, and date due. Indexed alph. by names of mortgagees and mortgagors. Hdw. 600 pp. 14 x 20 x 3.

Chattels

67. CHATTEL MORTGAGE MINUTE BOOK, 1935--. 1 vol.

Record of mortgages on real property, showing no. of instrument, date of filing, names of mortgagor and mortgagee, amount of mortgage, description of chattel, date due, and remarks. Indexed alph. by names of mortgagees and mortgagors. Hdw. 300 pp. 18 x 12 x 3. Recr. off.

68. CHATTEL MORTGAGE, 1851--. 59 vols. (1-59).

Record of chattel mortgages, showing date, names of mort agor and mortgagee, description of chattel, amount of mortgage, interest, date due, and signatures of witnesses. Indexed alph. by names of mortgagees and mortgagors. Hdw. 500 pp. 12 x 18 x 2½.

69. GENERAL INDEX-CHATTEL MORTGAGES, 1893--. 6 vols. (1-6).

Index to chattel mortgage record, showing names of mortgagor and mortgagee, date, description, consideration, and vol. and page. Indexed alph, by names of mortgagors. Hdw. 600 pp. 15 x 21 x 3.

Register of Legal Instruments

70. ENTRY BOOK, 1850--. 36 vols. (1-36).

Record of transfers and sales of real property, showing date, name of principal, location, description and value of property, name of twp., range no., section, amount of consideration, and signatures of witnesses. Indexed alph. by names of principals. Hdw. 300 pp. 16 x 17 x 2½.

71. REGISTER OF FARMS, 1918--. 1 vol.

Register of farm names, showing date, names of owner and of farm, and location and description of farm. Indexed alph. by names of owners. Hdw. 250 pp. 9 x 13 x 1½.

72. SOLDIER'S DISCHARGE RECORD, 1865--. 3 vols. (1, 1-2).

Record of soldiers receiving honorable discharge, showing date, name, age, color, residence, enlistment record, length of service, rank, regiment, date of discharge, condition, enlistment no., and name of commanding officer. Indexed alph. by names of soldiers. 1865-1919, hdw.; 1919--, typed. 600 pp. 18 x 12 x 2½.

73. LEASE RECORD, 1875--. 5 vols. (1-5).

Record of real estate leases, showing date, location and description of property, amount of consideration, signatures, and terms of lease. Indexed alph. by names of owners. 1875-1900, hdw.; 1901--, typed. 600 pp. 12 x 18 x 2½.

Miscellaneous Records

74. MISCELLANEOUS RECORD, 1852--. 25 vols. (1-25).

Record of quiet titles, purchase options, liens, contracts, and mortgages

Miscellaneous Records(continued)

filed with recorder, showing date, name, cause, names of parties to action, amount due, and disposition of case. Arr. chron. 1852-190 , hdw.; 1904--, typed. 600 pp. 18 x 12 x 2½.

75. GENERAL INDEX-MISCELLANEOUS RECORDS, 1852--. 2 vols. (1-2). Index to entry 74, showing volume and page, location, description, liens recorded, names of parties, and date. Indexed alph. by names of owners. Hdw. 600 pp. 18 x 21 x 3.

Fee and Cash Books

76. RECORDER'S FEE AND CASH BOOK, 1910--. 19 vols. (1-19). Record of fees and cash, showing date, no. and kind of instrument, deeds, transcripts, mortgages, mechanic's liens, chattel mortgages, releases, assignments, powers of attorney, articles of incorporation, plats, marginal leases, assignments, miscellaneous, total receipts, and amount paid to treasurer. Arr. chron. Hdw. 300 pp. 18 x 12 x 3.

Maps and Plats

77. RECORD OF PLATS, not dated. 1 vol.
Plats of cities and towns in county, showing twp., section, range, lot nos., streets, description,and name of plat. No index. Hand-drawn. 150 pp. 15 x 10 x 1.

78. MAPS OF ELKHART COUNTY WITH BRIEF HISTORY, 1892,1915, 1929. 3 vols.
Collection of political maps, with brief history. Published at Chicago, Ill., by George A. Agle and Co. Printed. Scale varies. 18 x 15 x 1.

VIII. SHERIFF

The sheriff is a constitutional officer elected for a term of two years. He must give a bond to insure faithful performance of his duties, and is required to take the usual oath of office, (1) No person is eligible to hold office of sheriff for more than four years in any period of six years. (2)

The sheriff is the Conservator of peace within Elkhart County. He may arrest without process all persons, who within his view commit any crime or misdemeanor, and hold them in custody during investigation of the cause of such arrest. He is required to suppress all breaches of the peace and has the authority to call to his aid the power of the county; pursue and commit to jail all felons; execute all process directed to him by the courts; maintain and preserve order in the courts of the county except justice of the peace courts. He also maintains the jail and takes care of the prisoners confined in it. (3) It is his duty also to protect persons in danger of possible lynchings. (4) He makes arrests of all persons on indictments, warrants, affidavits, and information received from the prosecutor or the court, and commits them to jail. (5)

As a court officer of Elkhart County he is required to make service of all process. (6) He sells mortgage property on the foreclosure of proceedings; (7) executes deeds to real estate sold on executions; (8) conveys persons committed to state charitable, directable, or penal institutions; (9) and attends sessions of the county council and executes its orders. (10)

The inception date of this office in Elkhart County is 1830. All the records are located in the sheriff's office in the courthouse, unless otherwise stated.

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(1) 2 Rev. Stat., 1852; Burns 49-2801.
(2) Ind. Const., art. 6, sec. 2.
(3) 2 Rev. Stat., 1852; Burns 49-2802.
(4) Acts 1905; Burns 10-5310.
(5) Acts 1906; Burns 9-1001.
(6) 2 Rev. Stat., 1852; Burns 49-2803.
(7) Acts 1881, spc. sess.; Burns 3-1819.
(8) Acts 1881 spc. sess.; Burns 2-4101.
(9) Acts 1906; Burns 9-2232.
(10) Acts 1899; Burns 20-510.

Investigations and Reports

79. SHERIFF'S DOCKET, 1874--. 4 vols.

Record of court actions, showing date, names of parties to action, kind of writ, date, nature of service, name of court, by whom issued, fees, and date returned. Indexed alph. by names of parties served. Hdw. 250 pp. 18 x 12 x 2½. 2 vols., 1874-1930, attic. stg. rm.; 2 vols., 1930--, shf. off.

80. SHERIFF'S RECORD OF JUROR'S TIME, ELKHART CIRCUIT COURT, 1873--. 5 vols.

Record of juror's time in serving on court cases, showing name of juror, township, residence, telephone, date of service, number of trips and miles each trip, total days and mileage, date certified to clerk, and total expense. No index. Hdw. 160 pp. 14 x 11 x 1.

81. PRISONERS' RECORD, 1915--. 3 vols.

Record of prisoners committed to jail, showing name of person arrested, residence, date arrested, sex, married or single, age, detailed description, date of birth, nature of crime committed, and remarks. Indexed alph. by names of prisoners. Hdw. 1 vol., 1915-17, attic stg. rm.; 2 vols., 1917--. shf. off.

Investigations and Reports (continued)

82. DEP(ARTMENT) OF PUBLIC SAFETY, 1930--. 1 file box.
Card index for identifying and locating accident and crime, and persons accused, showing name and address, name of witness, place of business or accident, and nature of collision. No index. 15 x 24 x 11.

Execution Records

83. EXECUTION DOCKET, CIRCUIT COURT, 1901--. 1 vol.
Record of orders of executions on sale of judgments, showing date and amount of judgment, kind of writ, names of plaintiff and defendant, cost, assessment process, date issued, and total amount. Indexed alph. by names of plaintiff and defendant. Hdw. 300 pp. 16 x 12 x 2.

84. EXECUTION DOCKET, SUPERIOR COURT, 1901--. 2 vols.
Record of orders of executions on sale of judgments, showing date and amount of juegment, kind of writ, names of plaintiff and defendant, assessment process, cost, date issued, and total amount. Indexed alph. by names of defendant and plaintiff. Hdw. 300 pp. 16 x 12 x 2.

85. SHERIFF'S RECORDS, (SALES), 1899--. 4 file boxes.
Record of real and personal property to be sold for delinquent taxes, showing date, description and location of property, and date of sale as advertised. No index. 4 x 4 x 12.

86. SHERIFF'S RECORDS, (SALES), 1899--. 2 file boxes.
Record of property sold as advertised, showing date of sale, description of property sold, and total amount of sale. No index. 4 x 4 x 12.

Execution Records (continued)

87. SHERIFF'S RECORD, (CERTIFICATE OF SALE), 1899--. 4 file boxes.
Certificates conveying title of property bought at sheriff's sale, showing date, names of owner and of purchaser, description of property, and amount of sale. No index. 4 x 4 x 12.

88. SHERIFF'S RECORDS, (DEEDS), 1899--. 2 file boxes.
Transfer of title to property as sold by sheriff, showing date, names of owner and of purchaser, location and description of real estate, and amount of sale. No index. 4 x 4 x 12.

Fee and Cash Book

89. SHERIFF'S CASH BOOK, ELKHART SUPERIOR COURT, 1892--. 6 vols. (1-6).
Record of fees collected, showing date, name of payer, title of cause, kind of writ served, amount received, purpose, and amount due county. Arr. chron. Hdw. 400 pp. 18 x 12 x 2.

90. SHERIFF'S FEES, 1893--. 11 vols.
Record of service, docket, and mileage fees, showing cause no., date, name of party, service and return dates, and total amount. Indexed alpn. by names of parties. Hdw. 400 pp. 18 x 12 x 2½. 6 vols., 1893-1921--, shf. off.

91. SHERIFF'S RECORD OF MILEAGE, ELKHART CIRCUIT COURT, 1929--
1 vol.
Record of mileage on serving papers of process, showing date, name of person served, no. or title of cause, name of court, mileage, and amount paid. No index. Hdw. 700 pp. 15 x 8 x 2.

Maps

92. ATLAS PLAT BOOK OF ELMHURST COUNTY, 1898-1920. 1 vol. Political plat book, showing twps., range and section nos., lakes, rivers, schools, churches, cities, towns, railroads, interurbans roads, and highways. Black and white, printed. No scale given. 120 pp. 18 x 16 x 1½.

IX. CORONER

The coroner is a constitutional officer elected for two years without restriction on reelection. (1) He is required to post a bond for not more than five thousand dollars nor less than one thousand dollars. (2) The office was in existence before 1851 by virtue of the Constitution of 1816. (3)

The coroner is required to investigate deaths by violence, by accident, and of suspicious nature, and to determine the cause and manner of death. He holds inquests without a jury, (4) and may subpena witnesses and employ a physician to make a postmortem examination, (5) filing his report and verdict with the clerk of the circuit court. (6) He is a peace officer with the same powers as the sheriff, (7) and acts as sheriff in cases of absence, vacancy, interest, or incapacity, (8) and serves warrants on the sheriff if necessary. (9)

The inception date of this office in Elkhart County is 1830. The records are located in the coroner's office, room 131, Mongers Bldg., Elkhart, Indiana.

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(1) Const. 1851, art. 6. sec. 2.
(2) 2 Rev. Stat. 1852, Acts 1933; Burns 49-2901.
(3) Const. 1816, art. 4, sec. 25,
(4) 2 Rev. Stat. 1852, Acts 1871, and Acts 1879 spc. sess.; Burns 49-2904.
(5) 2 Rev. Stat. 1852; Burns 49-2906.
(6) 2 Rev. Stat. 1852, Acts 1879 spc. sess.; Burns 49-2909.
(7) 2 Rev. Stat. 1852, Acts 1933; Burns 49-2901.
(8) 2 Rev. Stat. 1852; Burns 49-2902.
(9) 2 Rev. Stat. 1852; Burns 49-2903.

93. CORONER'S RECORD, (DECEASED), 1935--. 1 vol.

Record of investigations in cases of violent or unexplained deaths, showing name, residence, age, date and place of death, physical description of deceased, and cause of death. Indexed alph. by names of deceased. Hdw. 1000 pp. 12 x 11 x 2.

A. AUDITOR

The auditor is a constitutional officer, elected for a four-year term. (1) No person can hold office for more than two consecutive terms. (2) He is required to post bond in the amount of ten thousand dollars. (3)

This office is the center of county administration. Financial affairs are transacted through it and here the records of county business are preserved.

The auditor's principal functions are fourfold: As a county "controller", he keeps the accounts of the county and issues warrants for all claims, and also claims approved by the commissioners. (4) Ex officio he acts as clerk to the board of commissioners, (5) the county council, (6) and the board of tax adjustment, (7) and as secretary to the board of finance. (8) He is also a member and the secretary of the board of review. (9) As a tax officer, he prepares the official tax duplicates, (10) and certifies to the treasurer the amount of taxes due from banks. (11) As budget officer, he compiles estimates made to him by each county agency and submits them to the county council. (12)

Minor routine duties are keeping a land transfer record book, (13) managing the common school fund, the congressional township school fund as a member of the school fund board, (14) and apportioning semi-annually the interest of these funds to the school corporations; (15) preparing the ditch duplicate covering assessments for construction or repair of ditches and drains; (16) issuing peddlers' licenses; (17) and

public warehouse permits; (18) acknowledging deeds and mortgages executed for the security of trust funds; (19) and approving bonds of township trustees. (20)

The inception date of this office in Elkhart County is 1831. All the records are located in the auditor's northwest vault in the courthouse, unless otherwise stated.

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(1) 1 Rev. Stat. 1852; Burns 49-3001.
(2) Const., art. 6, sec. 2.
(3) Acts 1899, Burns 49-3003.
(4) 1 Rev. Stat. 1852; Burns 49-3005; Acts 1897; Burns 28-306.
(5) 1 Rev. Stat. 1852; Burns 26-611.
(6) Acts 1899; Burns 26-509.
(7) Acts 1933; Burns 64-304.
(8) Acts 1907; Burns 61-606.
(9) Acts 1919, 1920 spc. sess.; Burns 64-1201.
(10) Acts 1919; Burns 64-1403.
(11) Acts 1933; Burns 64-810.
(12) Acts 1899; Burns 28-520.
(13) Acts 1919; Burns 64-1409.
(14) Acts 1865; Burns 28-104; Acts 1865, 1935; Burns, 1936 suppl., 28-209.
(15) Acts 1879; Burns 28-265.
(16) Acts 1933; Burns 27-134.
(17) 1 Rev. Stat. 1852; Burns 42-204.
(18) Acts 1875, 1879 spc. sess.; Burns 67-201.
(19) 1 Rev. Stat. 1852; Burns 49-3011.
(20) Acts 1915; Burns 65-103.

Audits and Reports

94. AUDITOR'S VENUE RECORD, 1923--. 1 vol.

Record of costs of change of venue, showing date filed, cause, trial, and clerk, sheriff, bailiff, and license fees. Arr. chron. Hdw. 200 pp. 14 x 14 x 2.

95. AUDITOR'S QUIETUS OF STATE AND COUNTY, 1919--. 1 file box.

Statements of auditor's settlement of funds, state auditor's receipts, and treasurer's record of money forwarded to state auditor. No index. 13 x 10 x 5. Tr. vt.

96. SETTLEMENT SHEETS, 1887-1906. 1 file box.

Settlement sheets of county revenue collections, including state,

county, twp., tuition, road, do., corporation, library, water and electric funds. Arr. chron. 15 x 10 x 5. Aud. sw. vt.

97. PUBLIC RECORDS, 1925--. 1 file box.
State examiner's report of county records, and statement of expenses, showing date, name of office, service, railroad fare, daily pay, and totals. Arr. chron. 15 x 10 x 5.

98. REPORTS OF STATE BOARD OF ACCOUNTS, 1925--. 2 file boxes.
Field examiner's report of recorder and other county officers, showing name of state examiner, date, itemized statement of expense of examination, claim and warrant nos., in whose favor, amount, corporation, daily pay, transportation, and total. Arr. chron. 4 x 9 x 13. Aud. sw. vt.

99. TREASURER'S MONTHLY REPORTS, 1924--. 1 file box. (3).
Monthly cash report of treasurer, showing itemized report on revenue, receipts and disbursements, total amount of cash on hand, and amount disbursed. Arr. chron. 15 x 10 x 5. Aud. sw. vt.

100. CLERK'S QUARTERLY REPORTS, 1924--. 1 file box.
Quarterly financial reports of clerk of circuit and superior courts, showing name of clerk, date, court cost, marriage licenses, miscellaneous, state and county dockets, jury fees, fines, forfeitures, and total amount. Arr. chron. 15 x 10 x 5. Aud. sw. vt.

101. RECORDER'S QUARTERLY REPORTS, 1925--. 1 file box. (4).
Recorder's quarterly report of fees collected on deeds, showing transcript, mortgage, mechanic's lien, chattel mortgage, release, assignment, power of attorney, and articles of incorporation;

Audits and Reports (continued)

marginal releases and assignments, showing no. of instrument, amount, date, and signature of recorder and auditor. Arr. chron. 4 x 9 x 13. Aud. sw. vt.

102. SHERIFF'S QUARTERLY REPORTS, 1923--. 1 file box (5)
Sheriff's quarterly report of fees collected, showing date, collection from sales, writs collected and retained, fees taxed and received from clerk, deeds, certificates, miscellaneous, total amount collected, and sheriff's signature. Arr. chron. 13 x 10 x 5. Aud. sw. vt.

103. TRUSTEE'S REPORT, 1887--. 20 file boxes.
Twp. trustee's report to advisory board, showing receipts and disbursements, tuition fund, school fund, and road, library, and dog funds. Arr. chron. 12 x 8 x 4. Aud. bsmt. vt.

104. TOWNSHIP TRUSTEE'S DOG REPORTS, 1929--. 3 file boxes.
Trustee's reports of dog fund receipts, showing expenditures and orders, receipts, disbursements, rodors issued outstanding, date paid, voucher no., and amount. Arr. by twps. 13 x 10 x 5. Aud. sw. vt.

105. LEDGER TOWNSHIP BUSINESS, 1859-91. 3 vols. (1-3).
Record of accounts payable to various county funds, showing names of twp. and road, special school, common school, and dog funds, twp., tuitions, and reports of trustee on receipts and expenditures. Arr. alph. by names of townships. Hdw. 375 pp. 16 x 11 x 1 3/4. Aud. bsmt. vt.

106. TOWNSHIP VOUCHERS, 1933--. 4 file boxes.
Vouchers for payment of groceries for poor relief, showing voucher no., date, name, fund no., itemized statement, and total. Arr. by voucher nos. 13 x 10 x 5. Aud. sw. vt.

Audits and Reports (continued)

107. JUSTICE OF PEACE REPORTS, 1937--. 1 file box.

Reports of justice of peace courts, showing names of justice and twp., docket page, date of judgment, fines, docket fees, name of prosecutor, and amount paid. Arr. chron. 13 x 10 x 5.

108. (REPORTS, INFIRMARY OF COUNTY, AND HIGHWAY SUPERINTENDENTS), 1950--. 1 file box.

Reports on financial expenditures from superintendents of county infirmary and highways to auditor. Arr. chron. 13 x 10 x 5.

109. REPORT OF PROSECUTING ATTORNEY AND CITY JUDGE, 1973-74. 1 file box.

Monthly reports of the prosecuting attorney, judge, and justice of peace on all fees collected for the month. Arr. chron. 13 x 10 x 5. Aud. sw. vt.

110. COURT ALLOWANCES, JURY AND MISCELLANEOUS WARRANTS, 1919--. 4 file boxes.

Record of court allowances, showing warrant no., amount, purpose, date, page and order nos., mileage fee, transcript of judgment, claim, and oaths of members of county board of review. Arr. chron. 13 x 10 x 5.

Receipts and Disbursements

111. AUDITOR'S FEE AND CASH BOOK, 1904--. 11 vols.

Record of all cash handled by auditor, showing date received, name of payer, transfer fee, school fund, mortgage, approving bonds and contracts, tax deeds, and certificates. Arr. chron. Hdw. 300 pp. 15 x 10 x 2.

Receipts and Disbursements (continued)

112. RECORD OF RECEIPTS, 1879--. 19 vols. (1-14, and 5 vols. not numbered). Title varies: Auditor's Register of Receipts. Record of receipts, showing date, receipt no., name of payor, against which fund, amount and remarks; register of receipts, showing trust and school funds, bank tax, surplus revenue, and delinquent tax. Arr. chron. Hdw. 200 pp. 18 x 12 x 1½. 5 vols., 1879-82, aud. bsmt. vt.; 14 vols., 1882--, aud. nw. vt.

113. AUDITOR'S REPORTS OF FEES COLLECTED, 1928--. 1 file box (2). Auditor's reports of fees collected, immigration permits to enter and visit U. S., school fund administration, reports, commissioners' summons, transfer, ditch, highway, gravel road, miscellaneous and liquor license fees, school fund mortgage, approving bonds and contracts, tax deeds and certificates, assignment of tax titles, total amount collected, amount due county, date, and signature of auditor. Arr. chron. 13 x 10 x 5. Aud. sw. vt.

114. REGISTER OF ORDERS, 1840-91. 8 vols. Register of orders drawn on treasurer for various county expenses, showing date, claim and warrant nos., in whose favor, and amount. Arr. chron. Hdw. 300 pp. 15 x 11 x 2. Aud. bsmt. vt.

115. AUDITOR'S ACCOUNTS, 1868-96. 5 vols. (1-4, and 1 vol. not numbered). Title varies: Auditor's Register, 1868-76. Record of treasurer's expenses, showing disbursements, date, warrant no., to whom issued, purpose, by whom issued, and total; county officer's miscellaneous expenses, showing date, order no., name of claimant, purpose, and total. Arr. chron. Hdw. 425 pp. 21 x 16 x 2. Aud. bsmt. vt.

Receipts and Disbursements (continued)

116. POOR RELIEF, 1895--. 28 file boxes. 1898-1907, 1919-32, missing.

Copies of purchase orders issued to poor relief clients, showing poor relief vouchers, medical aid, food, clothing, fuel, order no., names of twp. and client, case no., and amount. Arr. chron. 13 x 10 x 5.

117. MISCELLANEOUS PAPERS, 1927-31. 1 file box.

Quietus receipts, showing money received by auditor and paid into treasurer's office. Arr. by coupon nos. 13 x 10 x 5.

Taxes

Appraisements

118. TRANSFER BOOK, 1825--. 287 vols.

Record of transfer of lands, showing name, description, section, acreage, lot, block, value of land and lots, names of grantee and grantor, additional improvements and value of improvements, addresses of grantee and grantor, nature of instrument, date transferred, date of deed, and transfer fees. Indexed alph. by names of towns or twps. Hdw. and typed. 500 pp. 13 x 14 x 3. 203 vols., 1825-1925, aud. bsmt. vt.; 84 vols., 1925--, aud. nw. vt.

119. AFFIDAVITS-PROPERTY TRANSFERS, 1931--. 1 file box.

Affidavits for claims on property of deceased, showing transfer to heirs, date, names of deceased and heirs, and description and location of property. Indexed alph. by names of deceased. 13 x 10 x 5. Aud. sw. vt.

Taxes--Appraisements (continued)

120. ROAD TAX AND TAX LEVIES, 1907--. 1 file box.
Certificates of town, twp., and road levies, showing name of fund, date, amount, and total. 13 x 10 x 5.

121. BANK STATEMENTS, 1908--. 4 file boxes.
Financial statement of banks, showing list of stockholders, and capital stock; also assessment lists of telephone, telegraph, and railroad property. Arr. chron. 13 x 10 x 5.

122. BUILDING AND LOAN ASSOCIATION, 1933--. 1 file box.
Record of monthly tax reports, showing capital stock, surplus, deposits, and undivided profits. Arr. chron. 13 x 10 x 5.

123. CORPORATION STATEMENTS, 1930-32. 1 file box.
Record of valuation of corporate property in county, showing names of stockholders, number of shares, par value, and cash value. Arr. chron. 13 x 10 x 5.

124. INTANGIBLE TAX STAMPS, 1931--. 1 file box.
Record of stamps for intangible taxes, showing color, quantity, price, and total amount received. Arr. chron. 13 x 10 x 5.

For other records, see entry 164.

125. STATE ROAD TAX COMMISSIONERS' ORDERS, 1925--. 2 file boxes.
Orders of state board on additional appropriations for county taxes on real estate, showing date of meeting, minutes of meeting, and subjects discussed. Arr. chron. 13 x 10 x 5.

Returns

126. MORTGAGE EXEMPTIONS, REAL ESTATE, 1900-1935. 72 vols.
Record of affidavits for mortgage exemption, showing date, name of owner,

Taxes--Returns (continued)

amount of mortgage, amount of exemption, date, seal, and signature of assessor. Indexed alph. by names of owners. Hdw. 200 pp. 14 x 9 x 1½.

127. MORTGAGE TAX REFUNDS, 1933-. 1 file box.
Claims for refund on mortgage tax, showing warrant no., date, nature of claim, amount approved, and name of auditor. Arr. by warrant nos. 13 x 10 x 5. Aud. sw. vt.

128. SOLDIERS' EXEMPTIONS, 1920--. 10 vols.
Record of reduction on total assessment in real estate and personal property of soldiers, showing date, name, twp., age, date discharged, regiment, location of property, and total assessment. Indexed alph. by names of soldiers. Hdw. 50 pp. 10 x 7 x ½. 5 vols., 1920-30, attic stg. rm.; 5 vols., 1930--, assr. off.

Lists

129. ASSESSOR'S BOOK, 1900--. 576 vols.
Record of assessments, showing name of owner, description of real estate, section, lot, value, twp., range, block or square, acreage, valuation of lands, of lots, of improvements, total value, value of additional improvements, mortgage and soldiers' exemptions, net value of intangibles, and remarks. Indexed alph. by names of taxpayers. Hdw. 150 pp. 14 x 9 x 1½. 1900-1930, attic stg. rm.; 1930--, assr. off.

130. VALUATION OF REAL ESTATE, 1857-59. 2 vols.
Record of valuation of real estate and improvements in county, showing name of owner, description and location of land, town, city, value, and remarks. Indexed alph. by names of taxpayers. Hdw. 235 pp. 15 x 10 x 1 3/4. Aud. bsmt. vt.

Taxes--Lists (continued)

131. ASSESSMENT LIST, 1900--. 216 vols.
Assessor's list, showing name, address, age, household goods, farm implements, fixtures, schedule of personal property, intangibles, kind of personal property, and signature of taxpayer. Indexed alph. by names of taxpayers. Hdw. 400 pp. 14 x 9 x 2½. 1900-1930, attic stg. rm.; 1930--, assr. off.

Delinquent and Erroneous

132. DELINQUENT TAX RECORD, 1843-1934. 4 vols.
Record of delinquent taxes, showing date, name of owner, description, amount of tax delinquent, and total amount. Arr. by twps. Hdw. 250 pp. 15 x 12 x 1½. 3 vols., 1843-1902, aud. bsmt. vt.; 1 vol., 1902-34, aud. nw. vt.

133. DELINQUENT ASSESSMENTS, 1925--. 1 file box.
Record of paid delinquent taxes filed by auditor, showing date, name of payer, amount of property, amount of assessment, delinquent charge, and date paid. Indexed alph. by names of taxpayers. 13 x 10 x 5. Aud. sw. vt.

134. "TAX CERTIFICATES", 1841-1915. 25 file boxes.
Record of property sold for non-payment of taxes, and deeds given, showing date of sale, legal notes, sale price, interest, and penalty due on property. Arr. by certificates nos. 8 x 5 x [illegible]. 24 file boxes, 1841-1906, aud sw. bsmt. vt.; 1 file box, 1907-15, aud. nw. vt.

135. TAX SALE REDEMPTION OF SOLD PROPERTY, 1920--. 11 file boxes.
Record of the sale of property for non-payment of taxes, showing names of property owner and buyer, date sold, amount, and date filed. Arr. chron. 13 x 10 x 5. Aud. sw, vt.

Taxes--Delinquents and Transcripts (continued)

136. TREASURER'S REPORTS, 1917--. 1 file box.
Record of treasurer's receipts on account of redemption of tax sale certificates, showing interest on loan, common school interest, no., date, amount of principal, from whom received, and to what account credited. Arr. chron. 13 x 10 x 5.

School Funds

137. SCHOOL FUND LOANS, 1869--. 8 vols.
Register of receipts by treasurer on school fund loans, showing date, kind of fund, no., town, range, amount, and date of payment. Arr. chron. Hdw. 500 pp. 16 x 11 x 1½. 5 vols., 1869-1902, aud. bsmt. vt.; 3 vols., 1902--, aud. sw. vt.

138. SCHOOL FUND MORTGAGES, 1848--. 1 file box.
School fund mortgages and warrants, showing name, description of property, location, warrant no., amount of mortgage, interest, and total. Arr. chron. 13 x 10 x 5.

139. LOANS, 1890--. 31 file boxes.
School fund loans and mortgages, showing date, names of mortgagor and mortgagee, amount of mortgage, loan no., and description of property. Arr. by loan nos. 13 x 10 x 5.

140. SCHOOL FUND LOANS, 1935--. 1 file box.
Abstracts of deeds, showing list of real estate secured by mortgage for school fund loans. Arr. chron. 13 x 10 x 5. Aud. sw. vt.

141. SCHOOL [illegible], 1880--. 1 file box.
Auditor's report of distribution of school revenue, showing number of

School Funds (continued)

children in each twp., town or city, common school revenue, congressional twp. revenue, revenue from liquor licenses, dog fund, and total tuition revenue of twp., town, or city. Arr. chron. 13 x 10 x 5. Aud. sw. vt.

142. SCHOOL REPORTS, 1908-18. 2 file boxes.
School fund reports, showing date due, report of common school revenue, memorandum, amount ready for apportionment, and amount ready for distribution. Arr. chron. 13 x 10 x 5.

143. APPLICATION TO PAY, 1919-24. 1 file box.
Tax applications, showing date, amount, on account of, and auditor's name. No index. 13 x 10 x 5.

Official and Surety Bonds

144. OLD TRUSTEES' BONDS, 1908-12. 1 file box.
Record of trustee bonds posted before taking public office, showing oath of trustee, and signature of auditor. Arr. by names of twps. 13 x 10 x 5.

145. TRUSTEES AND SCHOOL BOARD, 1922--. 1 file box.
Record of trustee's certificates of election, showing oath of twp. trustee, twp., county, name of trustee, address, name of auditor, amount of bond, and condition of obligation. Arr. chron. 13 x 10 x 5. Aud. sw. vt.

Liquor Licenses and Bonds

146. LIQUOR LICENSE AND APPLICATION AND BOND, 1908-18. 1 file box.
Applications for liquor licenses, and retailer's bonds, showing name, date, amount of bond, twp., and name of city or town. Arr. chron. 13 x 10 x 5.

Miscellaneous Records

147. REGISTRATION OF ELECTIONS, 1921--. 1 file box.
Record of elections, showing name and address of candidate placed on registration book in accordance with a written agreement of the chairman of his political party. Arr. by twps., thereunder alph. by names of voters. 13 x 10 x 5. Aud. sw. vt.

Maps

148. ELKHART COUNTY, not dated. 1 map.
Communucations map, showing hard surface roads, gravel roads, dirt roads, steam railroads, electric railroads, water courses, and schools. Published at Chicago, Ill., by Standard Map Company. Printed. No scale given. 30" x 30". Aud. off.

149. ROAD MAP OF ELKHART COUNTY, not dated. 1 map.
Communications map, showing location of roads in the county. Printed. No scale given. 41" x 44". Aud. off.

150. CITY OF ELKHART, INDIANA, 1927. 1 map.
Plat map, showing additions, streets, lot numbers, rivers, and churches of Elkhart. Printed. 1" to 400 ft. 55 x 69. Aud. off.

151. GOSHEN, INDIANA, 1926. 1 map.
Plat map, showing additions, streets, lot numbers, rivers, and churches. Published at Goshen, Ind., by Cripe Abstract Company. Printed. No scale given. 50 x 51. Aud. off.

152. JAMESTOWN, BRISTOL, ELKHART, MIDDLEBURY, VISTULA, BAINTON, NEW PARIS, MILLERSBURG, WAKARUSA, AND WATER FORD, not dated. 3362 maps.

Maps (continued)

Plat maps, showing additions, locations, lot numbers, streets, ranges, rivers, towns, cities, railroads, and lakes. Printed. 1" to 50'. 14' x 20'. Aud. off.

153. TOWNSHIP PLATS, 1873. 105 drawings.

Ink drawings of township plats. Published at Goshen, Ind. Black and white. No scale given. 18' x 14 . Aud. rw. vt.

XI. ASSESSOR

The office of county assessor was created by an act of 1891. (1) This officer is elected for a four-year term, there being no prohibition against successive terms. Qualifications are established by law: He must be a continuous freeholder of Elkhart County for not less than four years prior to the date of his election, and he must post a five thousand dollar bond, with two or more good freehold sureties approved by the auditor, who also administers the oath of office. His work is under the direction of the state board of tax commissioners, and he may be removed by that board, after a hearing, for incompetency, neglect of duty, or misconduct in office. (2)

The duties of the assessor are to examine carefully the tax duplicates, to instruct and advise the township assessors, to review their returns, to assess omitted real and personal property, to appraise estates for inheritance taxes, and to report to the state board any delinquencies of township assessors. (3) He is also required to examine public records. (4) He also sets the value upon the intangibles for taxation. (5). He is ex-officio member and president of the Elkhart County board of review. (6)

The inception date of this office in Elkhart County is 1891. The records are located in the assessor's office in the courthouse, unless otherwise stated.

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(1) Acts 1891, ch. 99, sec. 112.
(2) Acts 1919; Burns 64-1101.
(3) Acts 1919; Burns 64-1102.
(4) Ibid.
(5) Acts 1933; Burns 64-905.
(6) Acts 1919, 1920 spe. sess.; Burns 64-1201.

154. AUTOMOBILES TAX RECEIPTS, 1936--. 10 vols. (A-Z).
Record of automobile tax receipts by twps., showing date, name of owner, make of car, year built, no. of car, horsepower, and amount paid. Indexed alph. by names of owners. Hdw. 100 pp. 11 x 9 x 1.

155. COUNTY ASSESSOR SPECIAL ASSESSMENTS, 1911-17. 1 file box.
Record of reassessments of omitted property for which a five day notice has been given, showing date, amount, name of owner, description of property, and location. Arr. chron. 13 x 10 x 5. Aud. nw. vt.

156. ASSESSMENTS AND CORRECTIONS PAYABLE, 1927--. 1 file box.
Record of reassessments of omitted property by assessor, showing twp., city, town, sec., range number, acres, lots, description, true cash value, and total. Arr. chron. 13 x 10 x 5. Aud. off.

157. RECORD OF APPOINTMENTS OF DEPUTY ASSESSORS, 1921-26.
1 file box.
Record of appointments of deputy assessors by assessor, showing name, oath, date, and length of appointment. Arr. chron. 13 x 10 x 5. Aud. sw. vt.

XII. BOARD OF REVIEW

Elkhart County has a board for the annual review of assessments and the equalization of valuation of real and personal property. The board is composed of the assessor, treasurer, and auditor, ex officio, and two freeholders of opposite political parties, appointed annually by the judge of the circuit court. The assessor is president and the auditor is secretary of the board. (1)

From 1881 to 1891 the duties of reviewing and equalizing tax assessments were performed by the county board of equalization consisting of the county commissioners and four freeholders appointed by the circuit judge. (2) The law of 1891 superseded this act and created the board of review, composed of the treasurer, assessor, and auditor. (3) The act of 1919 reestablished the board, adding the two freeholder appointments to its membership. (4)

It is the duty of the board to make changes in the valuation of the property in the township or any taxing unit within the township, and to determine the amount to be added or deducted in order to make an equitable equalization of taxes throughout the county. It also may redetermine the valuation of any particular tract or lot upon complaint of the owner. If the board shall find the aggregate assessment too high, too low, or unequal, it may set aside the assessment of the whole county, or of any township or taxing unit therein, and order a new assessment. (5)

The board also makes a general review of assessment lists to discover omitted property and to correct errors in the lists. It

assesses the capital stock of corporations in the county, except those assessed by the state board of tax commissioners, such as railroad, telephone, and telegraph companies. (C)

The inception date of this board in Elkhart County is 1891. The records are located in the auditor's north west vault in the courthouse.

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(1) Acts 1919; Burns 64-1201, 64-1205.
(2) Acts 1881, ch. 96, sec. 129.
(3) Acts 1891, ch. 99, sec. 114.
(4) Acts 1919; Burns, ibid.
(5) Ibid.
(6) Ibid.

158. RECORD OF COUNTY BOARD OF REVIEW, 1897--. 3 vols. (1-3). Record of meeting of board of review, showing board decisions, amount of taxes on corporations, and a review of property taxed unfairly. Arr. chron. 1897-1913, hdw.; 1913--, typed. 400 pp. 12 x 18 x 2.

XIII. BOARD OF TAX ADJUSTMENT

The board of tax adjustment of Elkhart County consists of one member of the county council selected by the council, and six members appointed by the judge of the circuit court. The appointees must have the following qualifications; one shall be a township trustee of the county; one shall be a mayor or president of the board of trustees of an incorporated town in the county; one shall be a member of the board of school commissioners or board of school trustees or the board of education of a school city or a school town in the county; and three shall be resident freeholders of the county at large, not holding any public office. If possible, not more than four of the members of the board should belong to the same political party. (1)

It is the duty of the board to examine, and if it deems necessary, revise, change, or reduce, but not increase, any tax levy and any corresponding items of the budget on which the tax levies are based, and apportion the total of all of the levies so that the total levy on property within any municipal corporation for which the property therein is taxable, shall not exceed the total rate as provided by law. (2)

The inception date of this board on Elkhart County is 1933. The records are located in the auditor's south west vault in the courthouse.

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(1) Acts 1933; Burns 64-304. (2) Ibid.

159. BOARD OF TAX ADJUSTMENT, 1933--. 5 vols.

Record of notices to taxpayers of tax levies and budget classification, showing fund to be raised for county welfare, comparative statement of taxes collected and to be raised, proposed levies, notice of additional appropriation, valuation, rate, twp., certified board, date, and poll taxes. Arr. chron. 50 pp. 18 x 12 x $\frac{1}{2}$.

XIV. BOARD OF FINANCE

The board of Elkhart County commissioners constitutes the board of finance. The auditor serves as secretary. It may sue and be sued in its own name whenever necessary to accomplish the purpose intended by its creation. (1)

The board of finance has charge of and controls the funds of Elkhart County. (2) Its functions are to select the banks to serve as depositories for county funds and to apportion the funds among such depositories. In lieu of depositing county funds in banks, the board may purchase United States Government bonds or other interest-bearing obligations of the United States Government or its instrumentalities. (3) The board receives monthly statements of county funds on deposit from the banks, (4) and may, as it sees fit, revoke the commission fo any depository. (5)

The general assembly of 1935 repealed the act establishing this board, and in the same session in the Depository Acts of 1935, reestablished the board of finance practically unaltered. The board has supervision of all public funds of the county, county seat city, and of the school city or board of school commissioners, and the safekeeping and deposit thereof. (6)

The inception date of this board in Elkhart County is 1907. All the records are located in the auditor's northwest vault in the courthouse.

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(1) Acts 1907; Burns 61-606.
(2) Acts 1907; Burns 61-606.
(3) Acts 1907, 1932 Spc. sess.; Burns 61-610.
(4) Acts 1907, 1931; Burns 61-616.
(5) Acts 1907; Burns 61-613.
(6) Acts 1935; Burns 1936 suppl., 61-628.

160. BOARD OF FINANCE, 1907--. 2 vols.

Record of meetings of board of finance, showing proceedings, resolutions, and depositories of county funds. Arr. chron. 1907-11, hdw.; 1911--, typed. 400 pp. 13 x 12 x 2.

M. TREASURER

The treasurer is a constitutional officer, elected for a term of two years. No person is eligible to serve more than four years in any period of six years. (1) He is required to execute his official bond, in the penalty of not less than the amount of money which may come into his hands at any time during his term. (2)

The treasurer receives all moneys coming to Elkhart County and deposits the same on the proper orders issued and attested by the auditor. (3) He keeps fee books and cash books. (4) He makes quarterly reports to the auditor; at the expiration of his term of office, he gives a sworn statement to the auditor, showing specifically the amount of fees collected, (5) and deposits with the auditor all orders redeemed. (6) He makes a monthly statement to the treasurer of state, (7) and collects all taxes. (8)

The laws of the state also place certain ex-officio duties upon the treasurer. He is a member of the board of review, (9) and has custody of county funds, although the depositories are chosen by the board of finance. (10)

By an act of the legislature of 1905, the office of city treasurer was abolished in county seat cities of first, second, and third class; and the county treasurer was made the ex-officio treasurer of the county seat city, and is empowered with the same duties as the city treasurer had before the office was abolished. (11) In Elkhart County the county treasurer is also the treasurer ex officio of Goshen, the county seat city.

The inception date of this office in Elkhart County is 1830. All the records are located in the treasurer's vault in the courthouse, unless otherwise stated.

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(1) Const., art. 6, sec. 2.
(2) 1 Rev. Stat. 1852; Acts 1865, 1919; Burns 49-3101.
(3) 1 Rev. Stat. 1852; Burns 49-3103.
(4) Acts 1895; Burns 49-1401.
(5) Acts 1895, 1903, 1913; Burns 49-1402.
(6) 1 Rev. Stat. 1852; Burns 49-3114.
(7) Acts 1859, 1861; Burns 49-1813.
(8) Acts 1919; Burns 64-1302.
(9) Acts 1919, 1920 spc. sess.; Burns 64-1201.
(10) Acts 1907, 1932 spc. sess.; Burns 61-610.
(11) Acts 1905; Burns 48-6701.

Tax Collections

161. TAX DUPLICATES, DELINQUENT, 1873--. 328 vols.
Delinquent tax receipts, showing duplicate no., name and description of property, date due, amount, and date delinquent. Indexed alph. by names of taxpayers. Hdw. 275 pp. 18 x 25 x 2. 88 vols., 1873-1924, attic stg. rm.; 240 vols., 1924--, tr. off.

162. TAX DUPLICATES, 1933--. 4 vols. Title varies: Moratorium. Record of tax paid on the moratorium plan, showing taxing unit no., duplicate no., penalty dropped, amount delinquent and due, description, amount on which to compute interest, and amount and date paid. Indexed alph. by names of owners. Hdw. 150 pp. 18 x 14 x 1. Tr. off.

163. MORATORIUM APPLICATIONS, 1934-36. 3 file boxes.
Applications of taxpayers for moratorium on tax payments, showing date, name, amount of taxes, and description of property. No index. 12 x 12 x 24. Tr. off.

164. RECORD OF INTANGIBLE TAXES, 1933-36. 1 vol.
Record of taxes sold daily, showing value determined, date, on hand,

Tax Collections (continued)

received, total withdrawn from cash drawer, on hand at beginning of day, at close of days, received from stock, and value of stamps sold. Arr. chron. Hdw. 150 pp. 12 x 8 x 1. Tr. off.

For other records, see entry 124.

165. INHERITANCE TAX COLLECTED 1919--. 5 file boxes.
Orders for determining value of estates, and amount of tax paid auditor, showing cause no., name, address, value, amount of tax filed, and name of appraiser. No index. 13 x 10 x 5.

166. DUPLICATE TAX RECEIPTS, 1873--. 4214 vols.
Register of tax duplicates, showing name, date, description, township, section, range, acres, lot no., exemptions deducted, personal poll, total value, and installment. Arr. alph. by names of twps., and thereunder numerically. Hdw. 275 pp. 8 x 5 x 1. 4044 vols., 1873-1934, attic stg. rm.; 170 vols., 1934--, tr. vt.

167. DELINQUENT DUPLICATE TAX RECEIPTS, 1917--. 149 vols.
Record of receipts of delinquent taxes, showing twp., section, range, acres, lot , tax no., date, name, amount delinquent, interest, amount paid, and net valuation. Arr. by tax nos. Hdw. 100 pp. 14 x 8 x 1.

Public Improvement Record

168. DITCH TAX DUPLICATES, 1906--. 12 vols.
Record of assessments for construction of ditches, showing name of party, name of ditch, duplicate no., description of land, township, range, and section, and assessment rate. Indexed alph. by names of persons assessed. 500 pp. 18 x 25 x 3. Tr. off.

Public Improvement Record (continued)

169. PROPERTY ROAD TAX RECEIPTS, 1917-18. 10 vols.
Record of receipts for labor on roads to apply on poll tax, showing date, nature, amount credited for tax year, and signature by trustee. Arr. chron. Hdw. 100 pp. 6 x 4 x ½. Attic, stg. rm.

170. CASH PLAN RECEIPT, 1910-25. 7 vols.
Register of cash plan receipts for payment of street and sewer improvements, showing receipt and duplicate nos., page no., name of town, amount, and to what account. Arr. chron. Hdw. 150 pp. 11 x 8 x 3/4. Attic stg. rm.

Receipts and Disbursements

171. DAILY BANK DEPOSITS, 1915--. 10 vols. (1-10).
Record of daily balance of depository accounts, showing date, bank, total amount deposited, balance on deposit, current deposit, current warrants, and balance at close of day. Arr. chron. Hdw. 500 pp. 19 x 17 x 2.

172. MONTHLY BALANCE RECORD, 1911--. 4 vols.
Statement of monthly balances of receipts and disbursements, showing date, kind of fund, no. of account, from whom received and to whom paid, balance, and amount overdrawn. No index. Hdw. 120 pp. 18 x 20 x 1.

For earlier records, see entry 174.

173. MONTHLY REPORT OF DEPOSITS, 1908--. 2 file boxes.
Treasurer's monthly statement of bank transactions, showing name of bank, date, to what account credited, warrants, deposits, and balance. Arr. chron. 13 x 10 x 5. Aud. off.

Receipts and Disbursements (continued)

174. TREASURER'S CASH BOOK, 1876--. 40 vols.

Record of daily cash receipts, showing date, from whom, for what, description, total amount, and daily balance. Arr. chron. Hdw. 750 pp. 12 x 18 x 2½. 4 vols., 1875-97, tr. bsmt. vt.; 20 vols., 1897-1930, tr. vt.; 16 vols., 1930--, tr. off.

175. CASH BOOK, 1888--. 74 vols. (1-74).

Record of cash received from auditor's quietus, showing date, no. of receipt, from whom received, to what account, ledger folio, and amount. Arr. by receipts nos. Hdw. 750 pp. 18 x 12 x 2½.

176. RECEIPTS AND DISBURSEMENTS, 1867--. 17 vols. (1-9, and 8 vols. not numbered).

Record of receipts and disbursements, showing from what fund received, date, amount, for what purpose, amount of disbursements, to whom paid, for what, and from what fund. Arr. chron. Hdw. 370 pp. 12 x 18 x 2. 8 vols., 1867-1922, attic stg. rm.; 9 vols., 1922--, tr. vt.

177. REGISTER OF WARRANTS, GOSHEN CITY, 1920-23. 2 vols. (1-2).

Record of city treasurer's disbursements on controller's warrants, showing date, no., to whom, fund, depository, and amount. Arr. by warrant nos. Hdw. 250 pp. 17 x 13 x 2.

178. DUPLICATE AND CANCELED WARRANTS, 1915--. 10 file boxes.

Canceled warrants, showing salaries, supplies and mileage, date and no. of warrant, to whom paid, where payable, for whey purpose, and amount. Arr. chron. 4 x 10 x 24.

XVI. BOARD OF EDUCATION

The educational system of Indiana had its beginning back in 1818; and since then it has undergone several changes.

By legislature in 1818 provided for the appointment by the county commissioners of a superintendent of schools for each congressional township. (1)

By legislative enactment in 1824 the school system was administered by three township school trustees, who were elected. (2)

The school administrator system was changed by the legislature in 1833; by this new act the election of a school commissioner was provided. (3)

In 1852 the legislature provided for a board of trustees to act as the township school trustees. (4)

By legislative enactment in 1866 three school trustees were elected by the common council to administer the school system in addition to the township trustees. (5)

By an act of 1873 the county board of education was created. The board was comprised of the county superintendent of schools, the township trustees of the county, and the school trustees of each city and town of the county. (6)

By legislative enactment in 1877 the membership of the board was changed to consist of the county superintendent of schools, the township trustees, and the chairman of school trustees of each city and town. (7)

The duties of the board are to take care of the general needs of the schools, maintenance of school property, and purchase of furniture,

books, maps, charts, and other supplies. (8) Its powers also include appointment of a county attendance officer upon nomination of the county superintendent. (9) The board also may purchase text books from publishers and sell them to pupils at cost. (10)

The inception date of this board in Elkhart County is 1873. The records are located in the office of the superintendent of schools in the courthouse.

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(1) Acts 1818, ch. 49, sec. 1.
(2) Acts 1824, ch. 97, sec. 1, 2.
(3) Acts 1833, ch. 70, sec. 3.
(4) Acts 1852, ch. 98, sec. 4.
(5) Acts 1865, ch. 1. sec. 4, 5.
(6) Acts 1873, ch. 25, sec. 8.
(7) Acts 1873, 1877; Burns 28-601.
(8)(Ibid.)
(9) Acts 1921,1932, spc. sess.; Burns 28-601.
(10) Acts 1921, Burns 28-613.

178. BOARD OF EDUCATION RECORD, 1929-1936. 1 vol.

Minutes of meetings for transaction of business, showing date, and nature of business transacted. Arr. chron. Mdw. 250 pp. 12 x 8 x 2.

XVII. SUPERINTENDENT OF SCHOOLS

By legislative enactment in 1873 a county superintendent of schools was provided for, to be appointed by the township trustees to serve for a term of two years. (1)

In 1899 an act of the legislature lengthened the term of office of the county superintendent of schools to four years and also provided that he be elected by the township trustees. He must post a bond with the auditor to insure faithful performance of his duties as prescribed by law. (2)

The superintendent exercises general supervision of the schools of Elkhart County. He visits each township institute once each school year and conducts teachers' institutes. He carries out the orders of the state board of education and the state superintendent of public instruction. (3) He makes out the basis of apportionment of school revenues from the enumeration. (4) He receives statements for school aid relief from school and township trustees. (5) He is ex-officio member and president of the board of education. (6)

The inception date of this office in Elkhart County is 1873. All the records are located in the office of the superintendent of schools in the courthouse.

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(1) Acts 1873, ch. 25, sec. 2.
(2) Acts 1899, 1911, 1913; Burns 28-702.
(3) Acts 1899; Burns 28-704.
(4) Acts 1865; Burns 28-715.
(5) Acts 1933; Burns 28-903.
(6) Acts 1873, 1877; Burns 28-801.

Activities and Reports

180. ANNUAL FINANCIAL AND STATISTICAL REPORT, 1930--. 1 file box. Annual financial and statistical report to the state supt. of public instruction, showing names of pupils enrolled during year, grade, school, transfer, aggregate attendance for school year, average daily attendance, miscellaneous, number of teachers, janitors, and engineers employed, taxation, and transportation. Arr. chron. 34 x 12 x 12.

181. ANNUAL FINANCIAL AND STATISTICAL REPORT, 1930--. 1 file box. Annual financial and statistical report to the state supt. of public instruction, showing name of reporting twp., statement of indebtedness, total, special fund, tuition and bond fund, cash balance beginning of year, revenue sheet, non revenue receipt, grand total receipts and balance, total yearly expenditure, cash balance end of year, instruction, supervisors' salaries, teachers' salaries, supply expense and other expense, as operation, fuel, and janitor supplies. Arr. chron. 34 x 12 x 12.

182. STATISTIC RECORDS (TO STATE DEPARTMENT), 1892-1935. 1 file box.

Supt's. reports to state supt. of public instruction on condition of schools, showing name of corporation, attendance of pupil, number of teachers, daily average compensation, and valuation of school house and equipment. Arr. chron. 12 x 12 x 26.

Activities and Reports (continued)

Enumeration

183. ENUMERATIONS, 1907--. 4 file boxes.
Enumeration of school attendance, showing school, twp., pupil's name, age, sex, color, grade, address, and names of parents. Arr. alph. by names of twps., and thereunder by names of pupils. 14 x 12 x 26.

Teachers

184. TEACHER'S LICENSES, 1907--. 1 file box.
Record of county teachers, showing teacher's name, school attended, kind of license, and dates granted and expired. Arr. alph. by names of teachers. 7 x 6 x 26.

185. TEACHERS' REPORTS, 1931--. 8 vols.
Record of monthly reports on school attendance, showing name of pupil, sex, age, grade, date, attendance, cause of absence, and monthly grade. Arr. alph. by names of students. Hdw. 400 pp. 18 x 12 x 2½.

Pupils

186. ATTENDANCE REPORTS, 1918--. 14 vols.
Record of teacher's monthly attendance reports to supt. of schools, showing name of pupil, age, home record, parents' address, daily program, attendance, cause of illness, and remarks. Indexed alph. by names of pupils. Hdw. 1000 pp. 14 x 12 x 8.

Activities and Reports--Pupils (continued)

187. SEMI-ANNUAL REPORTS (ATTENDANCE), 1930--. 1 file box.
Attendance officer's semi-annual report to superintendent of schools, showing name of person interviewed, date, and number of visits. Arr. alph. by names of schools, and thereunder chron. 34 x 12 x 10.

188. (RECORD OF STUDENTS LEAVING SCHOOL), 1929--. 6 file boxes.
Record of students who have left school or moved, showing name, date, sex, twp., school, grade, and placed moved. Indexed alph. by names of students. 7 x 6 x 26.

189. HIGH SCHOOL SENIORS, 1929--. 2 file boxes.
Record of high school graduates, showing date, name, and graduate's school record. Indexed alph. by names of graduates. 7 x 6 x 26.

190. SUCCESS GRADES, 1929--. 1 file box.
Record of students graduating with grades of 90 % or better, showing date, name, address, age, sex, grade, and school. Indexed alph. by names of students. 7 x 6 x 26.

191. EXAMINATION COPIES, 1932-35. 3 file boxes.
Examination papers of grade school pupils ranging from 1st. to 5th. grade, showing date, name of pupil, school, and grade. Arr. chron. 12 x 12 x 26.

XVIII. HEALTH COMMISSIONER

By legislative enactment in 1881 the county board of health was established and was required to elect a secretary who acted as the health officer for each town and city, and the county. (1)

In 1891 the legislature amended the act of 1881 and enlarged the duties of the health officer who acted through the board of health. (2)

The health commissioner was provided for by an act of the legislature in 1909. He is elected by the county commissioners to serve for a four-year term. (3) The health commissioner must be a licensed physician. (4)

It is the duty of the health commissioner to enforce the health laws; to record and report the vital statistics, such as births, deaths, and marriages; to make sanitary inspections of all public and private buildings in regard to sources of disease; to establish quarantine and take all reasonable means to protect the public health; to close schools and churches and to prohibit public assemblies to prevent epidemics. (5)

The inception date of the records of this office in Elkhart County is 1891. All the records are located in the office of Dr. L. K. Simmons, 208 E. Lincoln Avenue, Goshen, Indiana, unless otherwise stated.

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(1) 1881 Rev. Stat., sec. 4993.
(2) Acts 1891; ch. 15, sec. 8.
(3) Acts 1891, 1909; Burns 35-108.
(4) Acts 1891, 1909; Burns 35-110.
(5) Acts 1891, 1909; Burns 35-111.

192. RECORDS OF BIRTH, 1882--. 14 vols

Record of births, showing register no., date of birth, name, sex, if premature, if legitimate, full name, father's name and address, race, and mother's maiden name. Indexed alph. by names of children. Hdw. 100 pp. 20 x 12 x 1.

193. RECORD RETURNS OF MARRIAGE, 1882--. 12 vols.

Record of marriage returns, showing date, names of bride, groom, and parents; residence, occupation, age, color, race, and birthplace of bride and groom; and name of person making return. Indexed alph. by names of grooms. Hdw. 300 pp. 18 x 12 x 3.

194. RECORD OF DISEASES, 1882--. 4 vols.

Record of infectious and contagious diseases, showing kind of case, patient's name, age, sex, color, and address, number in family, by whom reported, and date and length of quarantine. Index alph. by names of patients. Hdw. 100 pp. 20 x 12 x 1.

195. SCHOOL HEALTH RECORD, 1905--. 4 file boxes.

Health record of school children, showing name, address, date of birth, sex, color, date, school grade, age, height, weight, and health report made by nurse and physician. Arr. alph. by names of schools. 6 x 9 x 14.

196. TUBERCULOSIS RECORD, 1918--. 2 file boxes.

Record of tuberculosis patients, showing patient's name, sex, color, marital status, name of party making report, date of birth, history of illness, physician's name, date admitted to institution, date discharged, and condition. Indexed alph. by names of patients. 12 x 16 x 6. C.C., nurse's off.

197. EXAMINATION AND CLINIC CARDS, 1925--. 2 file boxes.

County free clinic service, showing patient's name, sex, date, clinic no.,

address, by whom referred to clinic, physician's name and address, patient's occupation, place of employed, how long employed, tuberculosis in family history, previous history, present illness, physical examination date, and examiner's name. Indexed alph. by names of patients. 12 x 12 x 15.

198. RECORD OF DEATHS, 1882--. 9 vols.

Record of deaths, showing number of deaths, date of return, name of deceased, sex, color, age, occupation, date of death, if single or married, nationality, and place and cause of death. Indexed alph. by names of deceased. Adw. 100 pp. 20 x 12 x 1.

XIX. BOARD OF PUBLIC WELFARE
(see also entries 47-50)

The board of public welfare of Elkhart County consists of five persons having a recognized interest in and knowledge of the problems of public welfare. The board is appointed by the judge of the circuit court; at least two members must be women and not more than three members may be adherents of any one political party. (1)

Subject to the rules and regulations of the state department of public welfare the county board is charged with the administration of assistance to dependent children in their own homes, old age assistance, services and assistance to persons otherwise handicapped, the care and treatment of dependent, neglected, and handicapped children, children in danger of becoming delinquent, and other welfare activities as may be deligated to it by the state department of public welfare, under the provisions of the act, including services connected with assistance to the blind. (2)

The director, who is appointed by the board of public welfare of Elkhart County under the supervision of the circuit court, performs the functions of probation officer and agent of the court. (3)

A board of childrens' guardians, which was established in 1889 to care for neglected children, was abolished by the 1936 act and jurisdiction was transferred to the board of public welfare. (4)

All jurisdiction vested in county boards pertaining to welfare work was transferred to the board of public welfare in 1936. (5)

The inception date of this board in Elkhart County is 1936.

All the records are located in the welfare office in the courthouse.

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(1) Acts 1936 spc. sess.; Burns, 1936 suppl., 52-1113.
(2) Acts 1936 spc. sess.; Burns, 1936 suppl., 52-1120.
(3) Acts 1936; Burns, 1936 suppl., 52-1110; 52-1120.
(3) Acts 1936; Burns, 1936 suppl., 52-1110, 52-1120.
(4) Acts 1936; Burns, 1936 suppl., 52-1121.
(5) Acts 1935; Burns, 1936 suppl., 52-1403.

199. OLD AGE ASSISTANCE (APPLICATION), 1936--. 6 file boxes. Applications for old age assistance, showing application and case nos., name, address, summary of health and financial status of applicant, applicant's signature, name of witness, and signature of director. Arr. by case nos. Hdw. 15 x 12 x 32.

200. OLD AGE ASSISTANCE (RECORD OF APPLICANT), 1936--. 6 file boxes. Applicant's history, showing name, address, application no., old address, summary of applicant's history, health and financial status, monthly requirements, and signature of visitor. Arr. by case nos. Typed. 15 x 12 x 32.

201. OLD AGE ASSISTANCE (VISITOR'S REPORT), 1936--. 6 file boxes. Record of visitor's report of applications for old age assistance, showing application no., name, address, summary of findings of visitor, applicant's health and financial status, monthly requirements, visitor's conclusions, director's recommendations, and director's signature. Arr. by case nos. 15 x 12 x 32.

202. OLD AGE ASSISTANCE (REINVESTIGATION), 1936--. 6 file boxes. Statement of reinvestigation for old age assistance, showing name of county, application, code and serial nos., date, recipient's name and address, recipient's resources, verification, monthly requirements of applicant, and total. Arr. by case nos. 15 x 12 x 32.

203. (RECOMMENDATION SHEETS), 1936--. 1 vol.

Record of recommendation sheets of director to county board, showing code and application nos., applicants name, action of county board, date notice issued, and signature of board. Arr. chron. Typed. 100 pp, 18 x 15 x 1.

204. OLD AGE ASSISTANCE (SECURITY FOR INDEBTEDNESS), 1936--. 6 file boxes.

Assignment of life insurance policy as collateral security for indebtedness, showing application and policy nos., date issued, by whom issued, location, name of witness, applicant's signature, and date. Arr. by case nos. 15 x 12 x 32.

205. OLD AGE ASSISTANCE (APPOINTMENT), 1936--. 6 file boxes.

Appointment of responsible person to receive monthly installment of assistance for applicant, showing applicant's name and address, name and address of person appointed, relationship, and director's signature. Arr. by case nos. 15 x 12 x 32.

206. OLD AGE ASSISTANCE (CERTIFICATE OF AWARD), 1936--. 6 file boxes.

Notice to applicants of acceptance, showing certificate and case nos., date, name, address, assistance amount, lien against property, and director's signature. Arr. by case nos. 15 x 12 x 32.

207. OLD AGE ASSISTANCE (GRANTEE), 1936--. 6 file boxes.

Report to state department, of applicant granted old age assistance, showing name, address, application and case nos., birth, race, sex, marital status, now living, assistance amount, certificate no., and date submitted. Arr. by case nos. 16 x 12 x 32.

208. OLD AGE ASSISTANCE-WITHDRAWAL, 1936--. 6 file boxes.

Report of state department, of withdrawal of old age assistance, showing case no., name, address, birth, sex, withdrawal date, final warrant issued, withdrawal reason, total financial assistance, and date submitted. Arr. by case nos. 15 x 12 x 32.

209. OLD AGE ASSISTANCE(NOTICE OF WITHDRAWAL), 1936--. 6 file boxes.

Notice to wards of withdrawals of old age assistance, showing certificate and case nos., date, name, address, wothdrawal reason, and director's signature. Arr. by case nos. 15 x 12 x 32.

210. RECORD OF ASSISTANCE GIVEN-AGED PERSONS(INACTIVE CASES), 1934--. 1 vol.

Record of inactive cases of old age assistance, showing application no., name, address, monthly award amount, date effective, name of legal guardian or responsible person, address, appointed by whom, date, award revoked or canceled, withdrawal no., date, reason, director's signature, funeral expense, burial plot, claim no., total assistance payment, recoveries, amount paid into county welfare fund and remitted to state, month, assistance allowance, date, addistance payment, warrant no., and amount. Arr. chron. Typed. 500 pp. 10 x 14 x 5.

211. OLD AGE ASSISTANCE(REJECTED), 1936--. 6 file boxes.

Application for old age assistance rejected, showing name, address, application, serial, and code nos., date, reasons for rejection, and board of public welfare signatures. Arr. by case nos. 15 x 12 x 32.

212. ASSISTANCE TO DEPENDENT CHILDREN, 1936--. 1 file box.

Record of persons in place of parents of children, showing case no., date, name, address, family status, parents' names, marital history of person in

loco parentis, and date signed by welfare board. Arr. by case nos. 15 x 12 x 32.

213. ASSISTANCE TO DEPENDENT CHILDREN, 1936--. 1 file box.

History of dependent child's family, showing case no., date, names of parents and of children for whom assistance is requested, household, residence, parent's marital history, present living arrangements, warship, court record,, health, childrens' health history, visiter's conclusioms, date, signature of welfare board, and amount granted. Arr. by case nos. 15 x 12 x 32.

214. ASSISTANCE TO DEPENDENT CHILDREN, 1936--. 1 file box.

Applications for assistance to dependent children, showing application, code and serial nos., name and address of parents or guardian, names of children, address, parent's or guardian's signature, and signature of officer administering oath. Arr. by case nos. 12 x 15 x 32.

215. (CERTIFICATE OF AWARD) FOR ASSISTANCE OF DEPENDENT CHILDREN, 1936--. 1 file box.

Certificates of award for assistance to dependent children, showing application, code, and serial nos., name, date, address, birth date, investigation, eligibility, and amount of assistance. Arr. by case nos. 12 x 15 x 32.

216. ASSISTANCE TO DEPENDENT CHILDREN(WITHDRAWAL CERTIFICATES), 1936--. 1 file box.

Certificates of withdrawal of assistance to dependent children, showing date, name, address, names of children, reason for withdrawal, and signature of welfare board. Arr. by case nos. 15 x 12 x 32.

217. ASSISTANCE TO DEPENDENT CHILDREN (REJECTION OF APPLICATION), 1936--. 1 file box.

Rejection of application for assistance to dependent children, showing application, code, and serial nos., parent's or guardian's name, name and address of children, and welfare director's signature. Arr. by case nos. 12 x 15 x 36.

218. (ACTIVE PAYROLL), 1936--. 1 vol.

Record of assistance given dependent children, showing application no., monthly award, if award revoked or canceled, date, warrant no., amount, and date paid. Arr. chron. Typed. 1000 pp. 10 x 14 x 5.

219. APPLICATION FOR ASSISTANCE OF THE BLIND, 1936--. 1 file box.

Applications for assistance to the blind, showing date, case no., name, address, sex, color, date and place of birth, members of applicant's family living in home, relatives, health, occupation, present living arrangements, real estate, personal property, debts exclusive of mortgages, insurance, pension, or other compensation, record of assistance now received, and date signed by visitor. Arr. by case nos. 15 x 12 x 32.

220. APPLICATION FOR ASSISTANCE TO THE BLIND, 1936--. 1 file box.

Physician's report on eye examination, showing case no., patient's name, address, sex, age, age at onset of blindness, cause of blindness, condition of right and left eye, kind of eye affliction, treatment and care recommended, examination date, and physician's name and address. Arr. by case nos. 12 x 15 x 32.

XX. SURVEYOR

The county surveyor is a constitutional officer, elected for a term of two years without restriction on reelection. (1) He must give bond in a sum fixed by the board of county commissioners. (2)

The surveyor has charge, under direction of the county commissioners, of all surveying and civil engineering work of the county, including the preparations of plans and specifications for, and supervision of the construction of all bridges, turnpikes or other roads, ditches, drains and levies. (3) He also has charge of the repair and maintenance of county highways, (4) unless the county commissioners employ a highway supervisor. (5)

For private parties, he takes acknowledgments of mortgages and deeds for the conveyance of real estate, (6) and, upon request, establishes lines and corners of lands and lots. (7)

The surveyor may employ deputy surveyors to assist in performing the engineering duties of the office. (8)

The inception date of this office in Elkhart County is 1830. All the records are located in the surveyor's office in the courthouse.

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(1) Const., art. 6, sec. 2; 1 Rev. Stat. 1852; Burns 49-3301.
(2) Acts 1913; Burns 49-3302.
(3) 1 Rev. Stat. 1852, Acts 1911; Burns 49-3309.
(4) Acts 1933; Burns 36-1101.
(5) Acts 1933; Burns 36-1113.
(6) 1 Rev. Stat. 1852, Acts 1857; Burns 49-3317.
(7) 1 Rev. Stat. 1852, Acts 1875; Burns 49-3311.
(8) Acts 1891, 1899; Burns 49-3306.

221. VISITOR'S REPORT ON APPLICATION FOR ASSISTANCE TO THE BLIND, 1936. 1 file box.

Visitor's report on application for assistance to the blind, showing application, code and serial nos., name, address, legal requirements, citizenship, age, members of applicant's family living in home or away from home, responsibility of husband, of children, or other relatives, health of applicant, and summary of financial condition. Arr. by case nos. 12 x 15 x 32.

222. APPLICATION FOR ASSISTANCE TO THE BLIND, 1936--. 1 file box.

Application for assistance to the blind, showing application, code, and serial nos., applicant's signature, name of official administering oath, applicant's health condition, and summary of financial status. Arr. by case nos. 12 x 15 x 32.

223. (NOTICE TO TOWNSHIP TRUSTEE OF ASSISTANCE GRANTED), 1936--. 6 file boxes.

Notice of township trustee of assistance granted, showing application no., name, addresses, name of trustee, kind of assistance, amount, date of first payment, director's signature, and date. Arr. by case nos. 15 x 12 x 32.

224. REPORT OF ALLOWANCES AND DISBURSEMENTS, 1936. 1 vol.

Record of monthly allowances and disbursements, showing account to which charged, account no., claims allowed, sub totals for month, disbursements by county auditor during month, total disbursements current month, total of sub totals, and date. Arr. chron. Typed. 10 pp. 18 x 12 x ½.

225. REGISTER OF CLAIMS, 1936. 1 vol.

Register of claims filed and approved, and warrants issued, showing date, county, code and claim nos., appropriation chargeable to, account

chargeable, number, name, amount, warrants issued by county auditor, warrant no., date, and amount. Arr. chron. Typed. 20 pp. 15 x 12 x ½.

226. CLAIM REGISTER, 1936--. 1 vol.

Certification of county claim register, showing claims and allowances, code no., date, amount, director's signature, certification by auditor, amount, date, and auditor's signature. Arr. chron. Typed. 20 pp. 12 x 10 x 1.

Surveys and Reports

227. TOWNSHIP PLATS, 1829-34. 1 vol.

Record of plats in townships, showing twp. and range nos., dates surveyed and certified; and twps. platted and certified by government. No index. 16 pp. 16 x 21 x ½.

228. INDEX OF ROADS, 1831-1912. 1 vol.

Roads recorded with county commissioners, showing location, width, length, designated no., name, by what authority, length in twp., volume, page, and date. No index. Mdw. 95 pp. 22 x 23 x 1½.

229. FEE AND CASH BOOK, 1925--. 1 vol.

Surveyor's time book, showing date, project, amount paid, county unit roads, twp. unit roads under construction, bridges and highways under construction, and costs. Arr. chron. Mdw. 220 pp. 13 x 18 x 2.

Construction Plans and Specifications

230. DITCH RECORDS, 1893--. 15 vols.

Record of building, cleaning, and repairing ditches, showing date, material, cost, description, bonds, security, and contract date. Indexed alph. by names of ditches. Mdw. 200 pp. 12 x 16 x 1½.

231. ROAD SPECIFICATIONS, 1928--. 2 file boxes.

Specifications and drawings for road contracts, showing road name, materials, delivery date, and contract. Indexed alph. by names of roads. 11 x 16 x 24.

Maps

232. DITCHES AND BRIDGES, 1928--. 51 maps.

Blueprint plan maps, showing ditches, bridges, bridge repairs, and miscellaneous upkeep. Drawn by O. B. Weaver and R. P. Weaver, Goshen, Ind. Blueprints. Scale varies. 40 x 30.

233. TOWNSHIP ROAD MAPS, 1922-31. 202 maps.

Black and white communications road maps, showing road plans and improvements. Drawn by Ben Wise, Charles Kinney and O. B. Weaver, Goshen Ind. Scale, 1" to 100 ft. 21 x 33.

XXI. HIGHWAY SUPERVISOR

In pioneer times the roads were maintained by the local authorities. The citizens usually worked out their road taxes by giving a certain number of days labor, furnishing their own teams. The township road superintendent had charge of the work performed. This system prevailed for nearly a half a century.

In 1879 the legislature constituted the county commissioners a board of turnpike directors, each serving as supervisor in his own district. (1) In 1913 the county highways were placed in charge of a superintendent of highways, who was appointed by the county commissioners for a term of two years. (2) Some records bear his name and title. This office was abolished in 1933, (3) and the powers and duties conferred on the surveyor. (4)

In order to provide for necessary supervision of highways in counties warranting more attention thant the surveyor can give, the board of county commissioners has the right to appoint, at its option, a highway supervisor whose term of office is discretionary with the board of county commissioners. (5) The board of commissioners of Elkhart County has appointed a highway supervisor. The inception date of this office in Elkhart County is 1933.

The highway supervisor oversees the maintence and repair of all highways, bridges, and culverts of the county, (6) and has authority to fix the limits of loads carried over them. (7) He must attend the annual road school at Purdue University. (8)

All the records of this office are located in the highway supervisor's office annex in the courthouse, unless otherwise stated.

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(1) Acts 1879, ch. 113, sec. 1.
(2) Acts 1913, ch. 330, sec. 1.
(3) Acts 1933; Burns 36-1113.
(4) Acts 1933; Burns 36-1101.
(5) Acts 1933; Burns 36-1110.
(6) Acts 1933; Burns 36-1103.
(7) Acts 1933; Burns 36-1102.
(8) Acts 1933; Burns 36-1110.

234. SUPERINTENDENT HIGHWAY REPORT, 1923--. 6 vols.
Record of appropriations and disbursements of highway department, showing date, claimants name, amount of claim, appropriation date, appropriation amount, overdraft, and appropriation balance. Arr. by account nos. 1923-35, hdw; 1936--, typed. 100 pp. 15 x 12 x 1.

235. TIME SHEETS, 1923--. 1 file box.
Supervisor's time sheets, showing date, hours, truck no., miles, gas, oil, yards hauled, name of pit, remarks and voucher and fund nos. Arr. chron. 12 x 15 x 24. High. Sup. off.

236. TOWNSHIP ROADS, 1915-31. 9 file boxes.
Civil engineer's review of roads, showing report on petitions approved by board of commissioners, name of road, twp., repairs, materials, labor, and total costs. Arr. alph. by names of twps. 13 x 10 x 5. Aud. vt.

XXII. AGRICULTURAL AGENT

The office of agricultural agent was created by the legislature in 1913. This act provided that an agent should be appointed when petitioned for by the residents of the county. (1)

By legislative enactment in 1937 the office of agricultural agent was created for every Indiana county. The agricultural agent is appointed by the director of agricultural extension service of Purdue University, subject to the approval of a state board, entitled county agricultural agents board. The qualifications of the agricultural agent are prescribed by the board.

The county council is required to appropriate not less than one thousand dollars annually to be used in paying office help, expenses of the agent, mileage, rent, or other incidental expenses. The salary of the agricultural agent is paid by the state through Purdue University.

The duties of the agricultural agent, under the supervision of Purdue University, are to cooperate with movements for the advancement of agricultural and county life, with farmers' institutes, farmers' clubs, and other rural and civic organizations; conduct practical farm demonstrations, boys' and girls' clubs and contest work; give advice to farmers on practical farm problems; and aid the superintendent of schools and the teachers of the county in giving practical education in agricultural and domestic science. (2)

By an act of 1931 the home demonstration agent, whose work is supplemental to that of the agricultural agent, was created. (3)

The inception date of this office in Albert County is 1913. All the records are located in the agricultural agent's office.

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(1) Acts 1913, 1923, 1927; Burns 28-4911.
(2) Acts 1937, ch. 224. sec. 1.
(3) Acts 1931, Burns 26-5027.

237. CORRESPONDENCE AND PROJECT RECORDS, 1934--. 7 file boxes. Correspondence and project classifications, showing administration, agriculture, economics, engineering, extension methods, animal husbandry, entomology, farm crop, forestry, home economics, horticulture, rodents, game, birds, soils, and weeds. Arr. chron. 12 x 12 x 18.

238. RECORDS OF 4-H CLUB MEMBERS, 1934--. 6 file boxes (1-6). 4 H-Club members' records, showing name, club address, twp., parents' names, birthdate of member, school, project for year, scope, results, 4-H exhibits, adult exhibits, total census, and name of local leader. Arr. chron. 4 x 10 x 14.

239. ANNUAL REPORTS, 1926--. 1 file box. Agricultural agent's annual reports, showing complete summary of the year's work. Arr. chron. 32 x 12 x 10.